**DEVELOPMENT COMMITTEE JOB DESCRIPTION**

The Development Committee leads the Board’s participation in resource development and fund-raising.

The Committee:

* Works with the staff to develop the fundraising plan
* Develops policies, plans, procedures, and schedules for board involvement in fundraising
* Helps educate directors about the organization’s program plans and the resources needed to realize those plans
* Familiarizes directors with fund-raising skills and techniques so that they are comfortable raising money
* Leads the Board’s participation in fundraising
* Plays a strong role in identifying, cultivating, and approaching major donors
* Helps organize special fundraising events
* Is the Board’s central source of information about the fundraising climate in general, and about the status of the organization’s fundraising activities in particular
* Suggests guidelines for Board member contributions and then solicits those contributions