Development Committee

Committee Responsibilities
- Develop overall fundraising plan, including special events, direct mail, partner development, etc.
- Develop, implement, and track campaigns for effectiveness
- Strengthen relationships with existing donors and potential donors
- Develop and manage all internal fundraising events
- Maintain donor database
- Manage grant calendar, track received grants, and seek new opportunities
- Develop partner-seeking teams to visit businesses, places of worship, schools, political affiliates
- Devise and suggest philanthropy policies
- Assure that all donors are respected and recognized in a timely manner

The Development Committee reports to the Board of Directors.

In addition to the Executive Director and Board Chair, the Committee will have a minimum of 5 members, including one board member serving as liaison.

Skills and abilities needed to succeed in this Committee:

<u>Personal</u>

- Willing and able to be a Feast of Justice ambassador.
- Honesty, integrity and respect for others.
- Visionary: future orientation.
- Possesses a joy for the work that we do.
- Good communications skills; open-minded and articulate.
- Comfortable working in a fluid environment and taking initiative.

<u>Professional—we ask that you possess at least ONE of these:</u>

• 3-month tenure as active Feast of Justice volunteer.
• Comfortable asking others for support.
• Experience with writing, particularly grant writing.
• Experience with donor databases, particularly DonorPerfect.
• Excellent organizational skills.
• Demonstrated effectiveness and leadership experience.
• Have a strong network of community/business contacts and willingness to reach out as an ambassador.

<u>Estimated time commitment and meeting format</u>

• Attend monthly Committee meetings (some may be available electronically)
• Participation in some support work monthly outside of committee meetings
• Estimated time commitment: 6-8 hours/ month depending on needs

<u>Term limit</u>

Recommended two-year commitment, with a minimum of one year and an option to extend.