Fundraising Committee
Sample Roles and Responsibilities

Composition
- At least 6 volunteer members
    - Board members (Committee Chair should be a Board member)
    - Non-Board members (including potential Board members)
    - A few members have non-profit fundraising experience
- Development Staff (if no development staff, Executive Director)

Roles and Responsibilities
- Review all previous year fundraising activity including Annual Appeal and make recommendations for improvements for new fiscal year.
- Conduct a fundraising SWOT analysis and revise and update the previous fund development plan based on findings.
- Hold staff accountable for implementing the strategies of the fund development plan within stated timeframes; measure progress toward goals monthly; troubleshoot with staff as necessary.
- Maintain shared fundraising calendar.
- Analyze relationships with current and prospective major donors and funders, and develop individualized strategies to cultivate or strengthen those relationships.
- Analyze relationships with current and prospective corporate sponsors, devise sponsorship packages, and work with staff and Board to develop relationships.
- Work with Finance Committee to determine annual development budget.
- Work with staff and outside consultants as required to plan and execute fundraising and friend-raising events.
- Along with Executive Director, meet with current and prospective major donors and funders (foundations and corporations).
- Tap respective networks for potential donors of money, time and in-kind support.
- Copy staff on all donor email contacts (and alert staff about phone contacts) to ensure CRM is updated; request relevant reports from staff via CRM to inform decisions.
- Report back to the full Board during board meetings.
- Meet monthly and as needed.
- Determine Board fundraising expectations and goals; provide guidance for Board members on meeting fundraising goals; track progress toward fundraising goals both for individual Board members and for the Board as a whole.