



## Fund Development Committee

The Fund Development Committee, chaired by a Chairperson appointed by the Board of Directors, is a volunteer committee that is responsible for the entire portfolio of fundraising activities for House of Hope Green Bay. This committee ensures that the Board is well prepared to carry out functions related to the organization's fiscal health through philanthropy and fund development.

### Chair

- Develop meeting schedule and agendas
- Develop and maintains robust committee of volunteers
- Report important activity and action items to the Board of Directors
- Ensures minutes are recorded and reported to the Office Manager

### Committee Scope

- In coordination with staff, establish a fund development plan with goals that will support the budget and the strategic plan.
- Develop committees to procure major gifts, lead special events, engage key donor prospects, lead the annual giving campaign, manage capital campaigns, support staff fundraising activities, and oversee committee performance.
- Provide peer-to-peer accountability to ensure that Board members are fulfilling their fundraising obligations, such as calling to thank donors or ask for support, identification of new donors, engagement of corporate sponsors, signing solicitation letters, and connecting with foundations.
- Review processes and financial reports to ensure that ethical practices are in place, donors are acknowledged appropriately, and fundraising efforts are effective to include a return on investment compared to plan.
- Identify trends and implications and engage the Board in strategic dialogue and decision-making regarding fund development.
- Develop tools, provide trainings, and give Board members what they need to be effective fundraisers and understand basic principles and best practices in fund development.
- Partner with the Marketing and Public Relations Committee to develop a calendar for mailings and announcements and production of printing and advertising materials that support fundraising efforts.
- Devise and recommend philanthropy and fund development policies to the Board.

- Nurture a culture of enthusiasm for philanthropy throughout the organization and assure that all donors of time and money are respected and honored.