



Meetinghouse Solutions

“Strong Boards, Strong Schools”

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Sample Job Description:

Development Committee

by Marci Cornell-Feist



Development Committee

General Purpose

The development committee is commissioned by and responsible to the Board of Trustees to assume the primary responsibility for guiding the board to raise non-grant funds to meet the budget of the charter school. The Board of Trustees, in consultation with the development committee, finance committee, School Leader and Director of Development will determine the annual fundraising goal for the school and annually approve a strategic fund development plan that clearly delineates that this annual goal is attainable.

Appointments and Composition

1. Appointments of the chair and members of the development committee shall be made annually by the chair of the Board with the advice and consent of the Board in accordance with the bylaws.
2. The chair of this committee shall be a member of the Board of Trustees.
3. Members of this committee shall be members of the Board of Trustees, subject to the conditions stated in the bylaws. Additional committee members may be appointed and need not be members of the Board of Trustees.

Responsibilities

1. Develop an annual strategic fundraising plan that will generate the funds needed to meet the non-public and non-grant fundraising goal.
2. Develop the necessary systems to successfully carry out the fundraising events and activities that are part of the annual fundraising plan.
3. Develop a plan for involving each board member in the development activities of the school.
4. Assist the Director of Development to cultivate individual donors for the school.
5. Partner with the Board Chair to create a process for each trustee to make an annual gift to the school that is personally meaningful.
6. Arrange for Board training on development issues, as needed.
7. Annually submit objectives as part of the planning and budgeting process.
8. Annually evaluate its work as a committee and the objectives it has committed itself to and report on same to the Board of Trustees.
9. Report to the Board of Trustees at regular meetings of the Board in a manner determined by the Board.

