

Board Fundraising Committee Job Description – An Example

Disclaimer: *This document is not intended as legal advice. Your organizational goals, purpose, bylaws, and values should drive the creation of this document.*

This committee can run into challenges as a standing committee of the board because it can inadvertently indicate that only the board members on the committee have a responsibility to philanthropy. When there is a standing committee, it is often focused on creating and activating the fundraising plan and leading the rest of the board in the effort. Often, smaller task forces or temporary committees are formed to focus on specific events or major efforts with specific audiences within the plan. This can be a nice way to engage the full board. In this case, the standing committee acts as the “glue” to hold all the committees together and accountable to the plan, especially if there is no staff to support the effort.

Below are a set of categories and some sample language. All language should be updated to meet the needs of each committee.

Composition: Board members, staff support person (if available). Some organizations will also invite members of the public who have a deep belief in the mission and bring additional perspectives to the process. It is appropriate for the Director of Development to staff the committee and the CEO to attend all meetings.

Optimal size: 3-5

Chair: Current board member with approval of the board

Meets: Typically meets monthly or quarterly (depending on the organization’s needs). The committee should meet one week before the board meeting.

Duties of the fundraising committee chair:

- ☐ Work directly with the assigned staff member to determine meeting frequency and agendas
- ☐ Convene meetings, develop the agenda, and facilitate meetings

Duties of primary staff:

- ☐ Work directly with the committee chair to ensure timely information is delivered for a productive meeting
- ☐ Handle meeting logistics and notifications
- ☐ Take minutes and provide follow---up communication for action items and board member assignments

Primary Responsibilities of the Committee

The committee will ensure the board is focused on fundraising efforts that maximize everyone’s engagement in the process without expecting everyone to participate in the same way. The

committee acts as a strategic leader, mentor, supporter, and advocate to the board about why philanthropy matters to the organization's health and why the proposed efforts are the right activities for the board. If there is professional staff, then the committee will take their lead from the leadership staff. The committee ensures the board has accurate and timely financial information and that all required financial filings are properly submitted. Specifically, the committee will:

- ☐ Help staff look at the big picture for revenue goals for the year and over a period of time and align the financial goals with the strategic and annual plan and development plan
- ☐ Partner with staff (as available) to write and recommend for approval an annual or three-year fundraising plan
 - Tie the revenue goals to the budget
 - Tie the overall goals to the strategic plan
- ☐ Advise the board on the overall fundraising plan
- ☐ Coordinate with other board committees on the impact of fund development activities
- ☐ Lead other board members in educating, motivating, and advising on the whole board's role in raising money and donor stewardship
- ☐ Mentor board members and volunteers
- ☐ Lead the conversations with the board on annual personal giving to the organization
- ☐ Review and recommend policy gift acceptance policies or donor data confidentiality policies on a consistent

Optional Responsibilities

- ☐ Recommend launch of task force efforts to activate the details of the fundraising plan
- ☐ Lead or participate in specific fundraising activities of the organization

I agree to be informed about and to observe the following board policies in our manual:

- ☐ Avoidance of conflict of interest
- ☐ Equal opportunity and avoidance of discrimination

Signed: _____ Date: _____