



## **FUND DEVELOPMENT & DONOR STEWARDSHIP BOARD COMMITTEE**

Responsible for the development and implementation of strategic plans to raise funds for KIDS in cost-effective and time-efficient ways. Duties include overseeing and managing fundraising efforts, building strong and successful relationships, maintaining communications with donors and patrons and collaborating with team to effectively execute fundraising events.

### Responsibilities:

- Develop new fundraising programs and maintain
- Identify prospective individual and corporate donors and develop strategies to cultivate those relationships
- Maintain ongoing communications with private and corporate donors
- Ensure timely and accurate report deliveries to funders
- Collaborate with event planning committee on the management and planning of fundraising events
- Develop print marketing collateral related to fundraising in collaboration with our marketing and communications committee
- Maintain, manage, and steward all of our donors appropriately abiding by the donor stewardship guidelines and with the support of our general administration volunteer(s)
- Plan and oversee the logistics of the Fund Development & Donor Stewardship committee operations
- Provide reports to the President 1 week prior to each board meeting
- Present committee decisions/recommendations to the board
- Assign work to committee members
- Ensure committee members have the information needed to do their jobs
- Set the agenda for and run committee meetings

### Qualifications or Experience:

- Bachelor's Degree in Business Administration, Communications or related field
- 8+ years' fundraising experience
- Foundation relationship and grant writing experience
- Familiarity with Razor's Edge
- Working knowledge of Microsoft Office suite
- Excellent written, interpersonal and verbal communication skills