

# Resource Development Committee

## *Committee Structure and Key Responsibilities*



## Job Description for Resource Development Board Committee

**Title:** Resource Development Committee

**Purpose of the Committee:** To develop policies and monitor the implementation of year-round strategies that engage donors, foundations, funding sources, and non-financial resources that are necessary to fulfill the vision, mission and goals of the organization.

**Committee Structure:** The chairman of the committee shall be a member of the board of directors and shall serve as a member of the executive committee, and shall keep the board informed on the committee's oversight of board-approved committee goals. A majority of the committee shall be board members. Sub-committees or short-term task forces groups may be formed to complete the committee's objectives.

### Key Responsibilities:

**Planning**—to develop short- and long-term, year-round resource development goals that incorporate a series of appropriate vehicles

**Resource Assessment**—to assess community, volunteer, staff and financial resources needed to fulfill resource development goals

**Research**—to research, develop, evaluate and monitor strategies to reach untapped markets, and assess current giving

**Fundraising**—provide leadership and engage and involve fellow board members to take an active role in the annual fundraising campaign and major fundraising initiatives

**Gifts in Kind**—to develop and monitor strategies to secure and disburse non-cash items for use by the agency

**Grants**—to develop and monitor strategies to obtain grants for the agency

**Planned Giving**—to develop and monitor strategies to secure gifts of cash and property through a variety of planned giving tools

**Board Communication**—to keep the board informed on the strategies, results of current efforts, and any potential policies needed

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