

# DEVELOPMENT COMMITTEE JOB DESCRIPTION\*

## DESCRIPTION

Looking for someone new to head your Development Committee, but having trouble crafting the right job description?

Use this sample to create your own document.

### SAMPLE: Development Committee Job Description

**Mission:** XYZ Nonprofit's Development Committee exists to secure contributed and fee-for-service revenue in support of XYZ's programs and activities.

**Goal:** Lead the board in securing \$\_\_\_\_\_ for XYZ in fiscal year 20\_\_\_\_\_.

**Responsibilities:**

- To get to know XYZ, including, but not limited to, attending \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_.
- To help identify and recruit volunteers for the development committee and the board.
- To attend regularly scheduled committee meetings.
- To help thank, engage, identify/research, cultivate, and solicit donors on behalf of XYZ.
- To represent XYZ, as needed, at press and other events.
- To make a "stretch gift" to XYZ annually. A "stretch gift" is defined as giving more than you would give were you not on the board, in a way that sets a positive example.
- To personally bring at least \_\_ individuals to visit XYZ and/or experience its programs.
- To personally secure at least \$\_\_\_\_\_ in gifts annually.

**Term:** Committee members serve for a #-year, renewable term while on the board.

***More sample board job descriptions can be found on the following sites:***

- <https://www.bridgespan.org/insights/library/hiring/nonprofit-job-description-toolkit/board-job-descriptions>
- <https://www.compasspoint.org/board-cafe/sample-job-descriptions-board-officers>
- <https://www.nonprofitadvancement.org/category/resource-type/samples-templates>
- <https://boardsource.org/resources/board-member-job-description/>

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\* From *Nonprofit Hero, Five Easy Steps to Successful Board Fundraising* ©

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