



As a development committee member, you will help the board and staff with LVGH's fundraising efforts. The committee, along with the board and LVGH staff, facilitate philanthropic giving by individuals and corporations outside the organization with the goal of achieving donor-centered funding for LVGH. Members include both board and non-board members. All committee work will be completed in partnership with assigned staff.

Frequency of meetings: The committee will meet quarterly; more often if necessary.

**Scope of work:**

1. Develop a budget, including specific anticipated fundraising activities and associated expenses.
2. Devise and recommend philanthropy and fund development policies and procedures and present it to the board for approval.
3. Help nurture a culture of philanthropy throughout the organization and assure that all donors are cultivated.
4. Work with the board and staff to review the fundraising plan that incorporates a series of appropriate vehicles, such as major gifts, direct mail, special events, etc.
5. Take on specific action items related to the fundraising plan. Examples: make calls or participate in meetings with prospects or donors, extend invitations to events, make follow-up calls and solicit financial support
6. Review results and evaluate return on investment compared to plan and report the finding to the board. Identify trends and implications and engage the board in strategic dialogue and decisions making regarding philanthropy and fund development
7. Help the board articulate the case for philanthropic support directed at specific audiences
8. Make a meaningful financial contribution to LVGH
9. Provide leadership in certain types of outreach efforts such as hosting a fundraising event
10. Monitor fundraising efforts to be sure that ethical practices are in place, that donors are acknowledge appropriately and that fundraising efforts are cost effective and within the approved budget.