



## **DEVELOPMENT AND STEWARDSHIP COMMITTEE**

### **JOB DESCRIPTION**

*The Development and Stewardship Committee is commissioned by and reports to the Advisory Board of the Grant County Community Foundation to plan and implement a fundraising program in support of the mission of the foundation.*

#### **Committee Responsibilities**

- Design and implement a calendar of activities to cultivate and educate prospective donors to the foundation.
- Develop strategies to identify prospective donors to the foundation.
- Develop a recordkeeping system for maintaining donor research and donor cultivation, solicitation and stewardship activities.
- Plan solicitation strategies for and assist with presentations to prospective donors.
- Design and implement a program for recognizing and stewarding donors to the foundation.

#### **Committee Chairman Responsibilities**

- Enlist members of the committee, seeking members from the Advisory Board and the community with knowledge of and influence with prospective donors to the foundation.
- Plan and facilitate meetings and activities of the committee.
- Report to the Advisory Board concerning the committee's plans and progress.