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Development Steering Committee

Your organization's fund-raising should be led by a Development Committee accountable to the Board of Trustees. The Committee should work from a document which outlines its duties and describes the policies the group will implement. The Committee Should be led by the Trustees but comprised as well of non-board individuals.

ANNUAL FUND •• Develop and maximize fund-raising potentially coordinating all campaign divisions. Identifying additional opportunities and recruiting key volunteer leadership

PROJECT SPONSORSHIPS & UNDERWRITING Guide projects, services *and* programs for contributed support by identifying likely prospects, suggesting the best means to make presentations and establishing benefits, services and recognition to prospects *and* donors.

GOVERNMENT GRANTS- Maintain and initiate contacts with appropriate government officials to increase the possibilities of special grants and other support

ENDOWMENT & PLANNED GIVING Determine the feasibility of a projected solicitation campaign to secure permanent endowment funds for certain programs and services and basic operations

CAPITAL • • Identify capital projects as required by need and planned strategies for growth as mapped out in the long-range strategic plan

Agenda For Overall Development Action

- A) Set policies, priorities & goals for fund-raising programs for the current fiscal year

- B) Review in detail the on-going performance of each particular campaign activity
 - Evaluate to original objectives to determine "on track"
 - Make comparisons with previous years where applicable
 - Introduce modifications and adjustments

C) Review overall performance -vs- objectives
--Determine reasons for campaigns not meeting goals
--Provide reasons why campaigns exceeded goals

D) Identify and rate all prospects for support

E) Recruit key volunteer leaders and solicitors