



## **Board Resource Development Chair Job Description**

The primary responsibility of the Resource Development Committee Chair shall be coordinating the raising of funds and in-kind contributions needed to conduct the business of the organization. The composition of the committee is described in the bylaws of Boys & Girls Clubs of Any Town, USA. The committee shall elect a sub-committee chairs and members of the committee annually a meet at least once per month, and keep a record of all activities and decisions. This committee shall lead by example, set board giving and acquisition of funds standards for the BGCAT, USA, emphasize and promote the importance of stewardship in the servicing of donors and supporters.

The work of the Chair and sub-committee leaders shall revolve and be measured around four major areas.

### **1. Fund Raising Events and Activities**

Set and meet annual fund raising goals. Goal setting shall be coordinated with the Treasurer of the Board, who is responsible for development of the annual budget. Conduct annual fund raising events.

### **2. Donor Relations**

Set and meet annual new donor goals. Identify potential donors with a passion for the mission of the Boys & Girls Clubs of Any Town, USA. Cultivate major individual and business donors.

Solicit annual pledges from regular donors. Coordinate efforts with the Outreach Committee to secure cash and in-kind contributions from area stakeholders.

### **3. In-Kind Contributions**

Maintain a list from the Site Selection and Construction Committee of in-kind needs and develop a process for soliciting materials to meet these needs.

### **4. Grant-writing and Matching Programs**

- Monitor grant opportunities for which the work of our affiliate is suited and submit said grant materials upon approval from the Board of Directors.
- Work with office staff and Treasurer to ensure that the terms of the grant are fulfilled and appropriately documented. Work with Outreach Committee to publicize receipt of grant awards Logistics.
- Submit a monthly report of activities to the Board of Directors prior to each monthly meeting of the Board of Directors. This report is to include a summary of its efforts to identify potential donors with a passion for the mission of the BGCAY, USA, its plans for fund raising events, and any concerns deemed important to bring to the attention of the Board of Directors
- Keep accurate records and scorecard as to the source of all donations received by the Committee based on annual plan and goals. Recognize appropriately the gifts of those who contribute both cash and in-kind resources.

RD Board Chair

- Develop and maintain an annual calendar of events and activities that provide direction and clarity to the committee's efforts.
- Contribute to the organization's Annual Report regarding the success of fund development efforts; submit an annual operating budget to the Board of Directors at its April meeting each year. Attend (committee chair) quarterly Committee Chairs' Roundtable meetings.
- Intersect (primarily, but not necessarily exclusively) with the following committee(s) and officer(s):
  - Outreach Committee (regarding publicity for fund raising events and media presence at said events as well as receipt of grant awards and coordination of donations from churches)
  - Governance and Leadership (in identifying possible major donors from among potential board candidates)
  - Site Selection and Construction (completing paperwork for matching grants for building materials, appliances, etc.)
  - Treasurer (in developing annual fund raising goals and preparing materials for the Annual Report)

12-2015