

## County Extension Council Philanthropy Committee Job Description Template

Chairman: \_\_\_\_\_

Members:

_____	_____
_____	_____
_____	_____

Function: The primary function of the committee is to develop a philanthropy plan that includes a mix of strategies through an annual campaign and other fundraising activities and events. (Add your specific goals and objectives)

The Philanthropy Committee reports to the County Council.

Meeting Schedule: The committee meets \_\_\_\_\_. From time to time, the committee will convene for planning meetings and training. Committee members will be asked to attend special events and assist in the cultivation of donors.

(List meeting Dates/Times)

Scope of work for the Philanthropy Committee:

- Develop a long-range fund development plan with a mix of strategies including revenue goals and action plans.
- Develop the case for philanthropic support.
- Devise and recommend fund development policies and practices to the County Council.
- Monitor and track progress on the fund development plan. Participate in problem-solving to address lags in achievement of objectives and targets.
- Monitor and provide personal follow-up and coaching with Board members and volunteers to support their participation and achievement of their specific assignments and targets.
- Assure that all donors are respected and recognized in a timely manner.

County Extension Philanthropy Committee Job Description Template

- Establish task forces as needed to carry out specific fund development activities.
- Monitor task force performance and address challenges.
- Assess fund development results and return on investment (ROI).

County Extension Philanthropy Committee Chairman

- Represent the committee at events.
- Work with the Executive Director to plan agendas and special meetings.
- Lead Fund Development Committee meetings.
- Monitor the implementation of the fund development plan and work with the Executive Director and members to resolve challenges.
- Prepare Fund Development Committee reports for the Board.

SOURCE: The Louisiana Association of Nonprofit Organizations [www.lano.org](http://www.lano.org)