



## DEVELOPMENT COMMITTEE CHARTER

The Development Committee supports the Conservancy, its Board of Directors, Board committees and staff by setting the vision for and managing the overall fundraising strategy. It is NOT responsible for raising the money but helps the Board ensure that the money is raised.

### Duties and Responsibilities

- The Committee sets the vision for and manages the Conservancy's overall fundraising strategy.
- The Committee helps the Board define both long-term and short-term funding needs to accomplish the Conservancy's mission.
- The Committee will use the Board Fund Development Plan (approved 6/29/2018) to develop a 3-5 year plan and annual fund development plans, with goals, objectives, strategies, tactics and action plans.

### Accountability

- The Development Committee is appointed annually by the Board of Directors.
- The Development Committee reports to the Board of Directors.
- The Committee Chair is determined by the Board Chair annually.

### Composition and Term of Service

- The Committee will have a minimum of three members who may be Board or non-Board members.
- Committee members are selected based on a diversity of community networks, development experience and interest in the mission of the Conservancy. Ideal experience and skillsets are visionary, marketing, public relations and fundraising.
- The Executive Director (non-voting) and Board Chair (*ex officio*) serve on the Committee.
- The term of service is one year, with opportunities for serving additional terms.

### Responsibilities

- Work with the Board, Finance Committee and Executive Director to define the short-term and long-term funding needs of the Conservancy.
- With input from all Committees and Board members, recommend to the Board annual revenue goals, fundraising action plans and annual organizational calendars that integrate the fund development plan with other Conservancy activities.
- Regularly review the fundraising plan to ensure progress toward annual and long-range funding goals.
- Set priorities for fundraising efforts; evaluate plans and strategies; and present outcomes to Board of Directors, as appropriate.
- Work with the Executive Director and Board to identify and solicit funds from external sources of support including, but not limited to: federal/state/local grants, foundations, corporations, community organizations, and individuals.
- Encourage participation by the full Board in fundraising efforts.
- Identify and recruit community leaders to serve with Board members on the Committee.
- Engage in advocacy and networking for the Conservancy, as appropriate.

### Committee Member Expectations

- Attend and participate in regular Development Committee meetings.
- Prepare adequately for meetings in order to make informed decisions.
- Make an annual financial gift to the Conservancy.

### Time Commitment:

2 - 12 hours per month.

*Approved by CLTLC Board 02/12/2019*

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111 Gecowets Drive  
Fremont, IN 46737

Office (260) 316-1397

Cell (618) 203-0987  
clearlakeconservancy.org

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