



## Peter Paul Development Committee Charter

**Mission:** As a committee of the Board of Directors, the Development Committee performs the due diligence function related to assuring fiscal health through philanthropy and fund development and partners with staff to institutionalize the philanthropic process within the Board and its individual members, assuring a donor-centered organization.

### **The Development Committee does this with the following guiding principles:**

1. Peter Paul serves families in Richmond's East End, and the Development Committee will keep the respectful wellbeing of these families as the focus and highest priority in all fundraising activities.
2. Honest relationships are the foundation of ethical fundraising, and Peter Paul fundraising will be conducted on the basis of honest relationships between donors, staff, Board members, and families of the East End.
3. Peter Paul's fundraising activities will incorporate a diverse mix of individual, foundation, corporate, civic, and faith group sources, and will always prioritize individual fundraising because the basis of Peter Paul's mission is people in relationship with other people.
4. True giving is joyful giving, and the Development Committee will endeavor to conduct its activities in this spirit.

### **Specific Roles and Responsibilities:**

1. Partner with the Governance Committee to assure appropriate articulation of roles and performance expectations in fund development (e.g., for Fund Development Committee, Board, individual board members).
2. Devise and recommend philanthropy and fund development policies and recommend to the Board for action, including any limitation policies.
3. Help nurture a culture of philanthropy throughout the organization, and assure that all donors of time and money are respected and honored.
4. Assure that the Board and individual Board members are adequately educated about the basic principles and best practices in fund development, including the design of a donor-centered organization.
5. Assist with stewardship of donors, including phone calls, hand-written thank you notes, and other stewardship as appropriate.
6. Through the fund development planning process: establish the charitable contributions goals for the annual and multi-year budget; devise the annual fund development plan for action by the Board; and, recommend results and benchmarks for action by the Board.

7. Review results and evaluate these results compared to plan. Identify trends and implications and engage the Board in strategic dialogue and decision-making regarding philanthropy and fund development.
8. Help the Board articulate the case for philanthropic support directed at specific audiences.
9. Establish task forces to carry out specific fund development activities. Monitor task force performance.
10. Provide personal follow-up to individual Board members to monitor their participation.

### **Authority and Reporting Requirements**

1. Annual Development budget (including any mid-year budget adjustments or amendments) requires Board approval.
2. Official policies developed by the Committee or pertaining to Development activities require Board approval.
3. Communicate with the Finance Committee throughout the year regarding updates to the Development Plan and coordinate with them on recommendations for any budget adjustments.

### **Committee Members (as of November 2020)**

**Staff:** Damon Jiggetts (Executive Director), Sarah Young (Development Director), Michelle Williams (Development Coordinator), Carolyn Champion (Director of HR and Finance), Michael Bledsoe (Volunteer Manager)

**Board Members:** Chris Moore (Committee Chair), Mark Franko, John Hopper, Charlotte McGee

**Community Members:** Nancy Harrison, Cheryl Guedri, Deb Lawrence, Anne Vaughan (Board of Associates Representative)

**Frequency of meetings:** As necessary, estimated at 10-12 times per year.