



Center for Advancement in Cancer Education

## **FUND DEVELOPMENT COMMITTEE CHAIR JOB DESCRIPTION**

### **SCOPE**

The Fund Development Chair helps the Board carry out its due diligence function related to assuring fiscal health through philanthropy and fund development and oversees an active committee of the Board of Directors. The Chair partners with key staff to institutionalize the philanthropic process within the Board and its individual members, assuring a donor-centered organization.

### **RESPONSIBILITIES**

- Devises and recommends philanthropy and fund development policies and activities and recommends to the Board for action, including any limitation policies.
- Helps nurture a culture of philanthropy throughout the organization, and assures that all donors of time and money are respected and honored.
- Assures 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.
- Through the fund development planning process: establishes the charitable contributions goals for the annual budget; devises the annual fund development plan for action by the Board; and, recommends results and benchmarks for action by the Board.
- Reviews results and evaluates return on engagement (ROE) compared to plan. Identifies trends and implications and engages the Board in strategic dialogue and decision-making regarding philanthropy and fund development.
- Helps the Board articulate the case for philanthropic support directed at specific audiences.
- Establishes task forces to carry out specific fund development activities. Identifies and helps recruit members. Monitors task force performance.
- Provides personal follow-up to individual Board members to monitor their participation.

**Position Reports to:** Board of Directors, through Chief Executive Officer