

Wood-Pawcatuck Watershed Association
WPWA Fund Development Committee
Scope of Work



August 21st, 2014

Purpose

As a committee of the Board of Directors, the Fund Development Committee (FDC) helps the Board assure the fiscal health of WPWA through philanthropy and fund development. The FDC partners with staff to institutionalize the philanthropic process within the Board and its individual members, assuring a donor-centered organization.

1. The FDC reports to the Board of Directors and takes direction from the institution's strategic plan.
2. The executive director acts as primary staff to the FDC and ensures that plans and activities are within the capacity of the organization, that they do not conflict or negate other activities, and that there is reasonable fit with existing, annual Plan of Work events and activities.
3. FDC members include both Board and non-Board members, and all committee work is done in partnership with and through the leadership and enabling of assigned staff—the executive director dictates all staff assignments.
4. The FDC does not usurp the authority of the Board, and neither directs nor oversees staff.
5. The FDC meets as necessary, but not less than six times per year.

Scope of Work

1. Assure appropriate articulation of roles and performance expectations in fund development for the FDC, the Board, and 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, honored and recognized.
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. Through the fund development planning process the FDC will:
 - a. help establish charitable contribution goals for the annual budget;
 - b. devise the annual fund development plan of action by the Board;
 - c. recommend results and benchmarks for action by the Board.
6. Review results and evaluate return on investment (ROI) compared to the plan. Identify trends and implications and engage the Board in strategic dialogue and decision-making regarding philanthropy and fund development.
7. Help the Board articulate the case for philanthropic support directed at specific audiences.
8. Establish task forces to carry out specific fund development activities and monitor task force performance.
9. Provide personal follow-up to individual Board members to monitor their participation.