



Position Description: Resource Development Committee - Chair

MISSION:

SEEKING TO PUT GOD’S LOVE INTO ACTION, PIKES PEAK HABITAT FOR HUMANITY BRINGS PEOPLE TOGETHER TO BUILD HOMES, COMMUNITIES AND HOPE.

PURPOSE

The purpose of Resource and Development Committee is to work with Staff to plan and conduct activities/events to raise funds and solicit contributions and donations for Pikes Peak Habitat for Humanity (PPHFH). The Committee creates fundraising strategies and works with Staff on publicizing events. The Development Committee will ensure development activities effectively accomplish the mission to provide funding for safe, decent, and affordable housing.

STAFF

Iain Probert

Director of Development

719.475.7800 ext. 105

iain@pikespeakhabitat.org

MEMBERS

Committee Chair, Director of Development, Development Staff and at-large Committee Members.

FREQUENCY

Meets the second Wednesday of every month from 3:30 PM to 4:30 PM

POLICY SETTING, PROGRAM VISIONING AND STRATEGIC PLANNING

1. In collaboration with Director of Development establish which matters are suitable for the Development Committee to address (keep the Development Committee out of the “weeds”)
2. In collaboration with Director of Development, set an annual plan for the Development Committee
3. Support Director of Development in identifying and prioritizing strategies and tactics for implementing annual plan
4. Serve as a sounding board for the Director of Development in an on-call basis

COMMITTEE AND COMMITTEE MEETINGS

1. Review Director of Development’s draft meeting agenda in advance of each Development Committee meeting
2. Chair the meeting (paying careful attention to addressing items that are Board items vs. staff items)
3. Review Director of Development’s draft meeting minutes prepared shortly after Development Committee meeting
4. Identify individuals in the community who would be of assistance as Development Committee members (and assist the Director of Development with recruitment)

BOARD MEETING

1. Represent the Development Committee at Board meetings
2. Present any Development Committee agenda items (with support of Director of Development)
3. Encourage all Board members to participate in fundraising and development activities
4. Recruit new Development Committee members as new Board members are elected



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FUNDRAISING AND DEVELOPMENT ACTIVITIES

1. Join Director of Development as necessary for development / relationship building meetings
2. Serve as lead Board representative for development at events and meetings with funders
3. Actively participate in development efforts to demonstrate leadership to Board and Development Committee members (hopefully leading to their active involvement)
4. Assist with identifying potential donors and key contacts, support donor recognition, and otherwise provide development specific assistance to Director of Development and Development Committee annual plan

EXPECTATIONS

- Chair shall be expected to commit to at least one two-year term.
- Make the appropriate time commitment to attend and participate in meetings, with additional time as required for other preparation and special projects.
- Be prompt and attend all meetings of the Development Committee. If it is necessary to be absent (i.e. an unavoidable work situation or illness) the chair will inform the Director of Development. No more than two unexcused committee meetings within a 12 month period.
- Actively participate in and contribute to the discussion by making ideas and feelings known.
- Be good ambassador for PPHFH and promote its mission.
- Responsible for an annual financial contribution that places PPHFH in the top three of board members giving commitments.
- Be willing to share PPHFH's story with others.

QUALIFICATIONS

- Current member of PPHFH Board of Directors
- Background in development disciplines (major gifts, annual fund, estate planning, direct mail, social media, events) and/or communication strategies.

TRAINING

- Board Member Orientation, Prospective Committee Member Visit, Construction Site Walkthroughs.

BENEFITS TO YOU

- Work with other professionals to ensure El Paso County's low income families have the opportunity to safe, decent and affordable housing.
- Access to Habitat for Humanity training resources such as HFH Knowledge Center and Habitat Learns.