



## *Position Description: Resource Development Committee Member*

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### **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 this committee is to work with the Staff to plan and conduct activities/events/initiatives 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.

### **CHAIR**

Sam Adams

719.649.1985 (mobile)

[Samuel.T.Adams@wellsfargo.com](mailto:Samuel.T.Adams@wellsfargo.com)

[snowshinegroup@outlook.com](mailto:snowshinegroup@outlook.com)

### **STAFF**

Iain Probert

719.475.7800

[iain@pikespeakhabitat.org](mailto:iain@pikespeakhabitat.org)

### **MEMBERS**

Committee Chair, and Committee Members.

Support staff: Director of Strategic Partnerships, Donor Relations Manager, and Donor Relations Specialist

### **FREQUENCY**

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

### **MAJOR RESPONSIBILITIES**

- Update development policies as needed.
- Develop/update the annual development strategic plan and budget in cooperation with the Director of Strategic Partnerships.
- Help identify and recruit long-term donors and sponsors and other committee members.
- Partner with PPHFH Staff as necessary for special projects, problem solving, and consultation.

### **EXPECTATIONS**

- Members 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 member will inform the committee chair or staff. 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 ambassadors for PPHFH and promote its mission.
- Responsible for an annual financial contribution that places PPHFH in the top three of committee members giving commitments.
- Be willing to share PPHFH’s story with others.

### **QUALIFICATIONS**

- Background in development disciplines (major gifts, annual fund, estate planning, direct mail, social media, events)



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and/or communication and marketing strategies.

- Members should include professionals from the disciplines of development, estate planning, communications, event management, sales and marketing.

**TRAINING**

- Orientation, Prospective Member Visit, Construction Site and ReStore 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 (MyHabitat).