



Purpose:

The purpose of the Development Charter is to advance the mission of the Education Foundation of Collier County – Champions For Learning (CFL) by ensuring the financial health and sustainability of CFL by guiding its fundraising strategies, cultivating donor and community relationships and promoting the mission. Fundraising, cultivation, recognition and educational events are managed by the Development team with support from the advisory Development Committees.

Development Committees:

- Development Committee
- Fundraising Special Events - Night for Champions

Committee Responsibilities and Membership:

Development Committee

The Development Committee supports fundraising activities and continually promotes charitable giving opportunities to prospects and donors in their sphere of influence. The Development Committee leads fundraising initiatives that enhance and support Champions For Learning priorities that are approved by the President and CEO, Chief Development Officer, and Board of Directors.

The Development Committee is responsible for overseeing the items listed below:

- Proactively develop relationships with potential sources of financial support.
- Provide opportunities for prospects to contribute to Champions For Learning that will accomplish donor personal objectives and aspirations.
- Make Champions For Learning a personal charitable priority.
- Review the annual fundraising plan, goals and action plans, in concert with staff, to support the organization's short and long-range goals and objectives.
- Ensure that the case for support is strong, current, and based on the organization's mission, priorities and goals; and distinguishes the organization from others in the field.
- Work with appropriate staff in their efforts to raise money.
- Assure that all members of the Board have the training, tools, and support to effectively participate in fundraising activities.
- Provide input to the Board Development Committee to support recruitment of Board members able and willing to secure financial and other resources for the organization.
- Assist in identifying and cultivating donor prospects and determining whether a potential donor's interests and values match opportunities at Champions For Learning. Facilitate asking them to contribute financially to accomplish mutual objectives.
- Help to evaluate potential prospects for increased contributions.



- In collaboration with the President and CEO, and CDO, recommend guidelines to the Board on matters relating to the fundraising program, including:
 - Donor confidentiality and privacy policies
 - Gift Acceptance Policy
 - Donor recognition program
 - Planned giving program
 - Second and third-party events policies
- Review and evaluate annual and quarterly fundraising goals, metrics and outcomes.
- Provide support to the President and CEO and the Chief Development Officer for donor introductions and meetings.
- Ensure that Board members are informed of our impact on the community and strong financial performance, so they can communicate Champions For Learning's sound stewardship of donor annual and endowment contributions.
- Review and update the Development Charter by September 1.

Development Committee Membership

- Chair –As designated by the Board Chair
- Members: All members should have relevant experience and be highly engaged in the community.
- Ex- officio members: President and CEO, Chief Development Officer
- Members are identified in the annual roster on the Board Portal.

Fundraising Special Events – Night for Champions

Special events are a critical part of Champions For Learning's comprehensive fundraising strategy. Engagement of highly qualified, motivated and involved volunteers is essential to the growth and success of special events and is a key focus of the special events team. The Night for Champions Committee work is essential to achieving the event's goals and ensuring a positive experience for all participants.

The Night for Champions Committee is responsible for advising on the items listed below:

- Partnering and advising the special events team on fundraising strategies for the gala.
- Introducing prospects to attend and contribute to Night for Champions.
- Provide input and guidance of the event budget management with close attention to expense to income management.
- Provide input and guidance on the program for the event, ensuring it aligns with the event's goals and theme.
- Provide input and guidance to ensure that guests have a positive experience.
- Evaluate its success, gathering feedback from attendees, volunteers, and other stakeholders to assess what went well and what could be improved.



Night for Champions Committee Membership

- Chair – As designated by the Board Chair.
- Members: All members should have relevant event experience and a strong commitment to a successful gala.
- Ex-officio members: President and CEO, CDO, and Director of Special Events
- Members are identified in the annual roster on the Board Portal.

Committee Leadership Responsibilities:

- The Committee Chair and President and CEO will collaborate on setting a meeting schedule for the year.
- The Committee Chair, Board Chair, and President and CEO will collaborate with Champions For Learning's leaders to develop a roster for the committee.
- An agenda and relevant materials shall be available to Committee members in advance of meetings.
- The Committee Chair or designee will facilitate the meetings.
- A staff designee will record official minutes in accordance with Robert's Rules of Order, documenting attendance, motions, votes, and key actions taken. Draft minutes will be posted to the Board Portal Committee page. If amended during approval, the final approved version will be reposted.
- Minutes of confidential executive sessions will be prepared by the Chair or designee in accordance with Robert's Rules of Order, documenting attendance, motions, votes, and key actions taken. Draft minutes will be sent to the Board Secretary and President and CEO and will be maintained securely and separately from regular meeting minutes. If amended during approval, the final approved version will be maintained securely and separately from regular meeting minutes.
- The Committee Chair and, President and CEO will establish a reporting process and schedule notification of relevant information to other Board committees and/or the Board as needed.
- The Committee Chair may invite relevant guests to attend meetings.