

**COUNCIL FOR EXCEPTIONAL CHILDREN**  
**Fundraising & Development Committee**  
**Job Description**

**Terms:** 3 years (January – December)

**Time Commitment:**

Committee members are expected to be well-prepared for and actively participate in all meetings and online discussions, and to carry out tasks as assigned.

The estimated time commitment is:

- minimum of 2-3 hours per month in preparation for and participation in committee meetings and donor solicitation.
- approximately 1-2 hours per month to provide feedback on written materials/draft documents.
- approximately 1-2 hours per month to write thank you notes.

In any given month, committee members may be required to provide additional hours dependent on specific activities.

**Committee Charge:**

- Promote and enhance the educational, advocacy, and outreach goals of CEC by planning and overseeing a fundraising/development program.
- Create awareness within the CEC membership, stakeholders, private foundations, and other organizations of opportunities to assist in underwriting CEC initiatives.
- Create ongoing communication with donors and potential donors
- Shape fundraising/development strategies and plans and monitor results against the plan.
- Ensure that the organization is investing strategically and appropriately in its fundraising program.
- Develop and regularly review policies and procedures (including ethical standards and organizational accountability) for all fundraising & development activities of CEC.

**Eligibility/Conditions/Qualifications:**

- Committee members must be members of CEC and must maintain CEC membership for the duration of their term. Failure to do so will result in removal from the committee.
- Membership on committees is determined by the chair, or chair-designate where one exists, subject to approval by the President.
- A committee member may be removed from office for just cause by the committee chair with approval of the President.
- Appointed committee members must complete a Committee Member Agreement, Conflict of Interest and Disclosure Statement.
- I understand that all committees report to the Board of Directors through an interim and year-end report. I have the right to have the chair include in any report to the board anything with which I may disagree.

**Members should have the following attributes:**

- Impeccable integrity
- An air of gravitas
- Concern for people
- High expectations
- Results/goal oriented and resourceful
- High energy

**Committee members should have the following Knowledge, Skills and Abilities (KSAs):**

***Knowledge***

- Be familiar with the association’s mission and core values, and goals (strategic plan)
- Understand the association's programs and services
- Understand the special education profession in different contexts
- Previous experience with fundraising (e.g., Annual Campaigns, Capital Campaigns, Budget Relief)
- Understanding of CEC leadership (e.g., experience as a CEC Board Officer/Member; Unit/Division Officer) and/or well-known in a particular area or topic within special education.

**Skills and Abilities**

***General Skills and Abilities***

- Understands that donors are seeking meaning and impact in their giving
- Keeps a balanced perspective, learns, and is adaptable
- Employs discretion
- Motivational

***Strategic Thinking***

- Keeps the big picture in mind while paying attention to details
- Understands issues from different perspectives
- Understands and processes large amounts of information effectively and efficiently
- Synthesizes multiple viewpoints and incorporates them into sound decisions

***Communication***

- Excellent listening skills
- Builds relationships through personalized communication
- Articulates ideas, opinions, rationales, and comments in a clear, concise, and logical manner for the needs of the audience
- Effectively communicates with a culturally and linguistically diverse team of other committee members, CEC members, other stakeholder groups, private foundations, and other organizations orally and in writing
- Achieves practical consensus in group discussions
- Ability to be persuasive and exercise tact when interacting with donors/potential donors (storyteller)

***Decision-Making***

- Makes informed decisions efficiently and takes action when needed
- Remains objective about what is best for the whole of the association, rather than what is best for a particular constituency
- Relies on data rather than opinions
- Thinks creatively and critically, ask questions

***Collaboration***

- Easily builds and maintains relationships.
- Interacts with ease with diverse constituencies
- Effectively collaborates as well as works independently
- Interacts with other committee members in a group setting, both contributing to and valuing the contributions of all members