

COUNCIL FOR EXCEPTIONAL CHILDREN

Development Committee Position Description

Composition

- Total membership: 6-9 members, including a chair, who works in conjunction with the CEC Development Director in cultivating and stewarding all donors.
- Composition breakdown:
 - 2-3 CEC Board Members
 - 1-3 Elizabeth Farrell Society representatives
 - 1-3 Friends of CEC representatives
 - 1-3 additional CEC stakeholders or external community representatives

Terms: Two-year terms, renewable up to two consecutive terms (four-year maximum)

Time Commitment: Members are expected to contribute up to two hours per month, including meetings, donor stewardship, and event participation. The committee will meet four to six times per year.

Committee Charge:

- **Donor Growth & Engagement:** At least 50 new donors recruited annually; each committee member interacts with donors at donor events or through stewardship notes or calls
- **Campaign Support:** Strategic input into campaigns and active promotion of at least one campaign per year by each member
- **Donor Stewardship:** Visible participation in donor thank-you efforts, giving group gatherings, and other recognition activities
- **Convention Visibility:** Committee leadership at the giving booth and giving group events
- **Strategic Recommendations:** At least two actionable recommendations annually to staff and the Board

An ideal committee member would have some of the following Knowledge, Skills and Abilities (KSAs):

- **Fundraising Expertise:**
 - Development and donor cultivation experience
 - Knowledge of annual giving, major gifts, and planned giving strategies
 - Familiarity with fundraising campaigns and donor stewardship
 - Understanding of CEC's endowments and fundraising
- **Communication & Networking:**
 - Strong written/verbal communication
 - Professional networks to identify potential donors
 - Comfort representing CEC at events

- **Strategic & Leadership Skills:**
 - Experience in nonprofit governance or advisory roles
 - Ability to set goals, measure outcomes, and provide strategic guidance
 - Collaborative decision-making and committee participation
- **Mission Alignment:**
 - Passion for CEC's mission and knowledge of CEC's leadership structure and members
 - Understanding of nonprofit operations and revenue development
 - Commitment to potential multi-year service and ethical standards
- **Availability & Commitment:**
 - Time for annual campaigns, convention participation, and regular meetings
 - Willingness to engage in donor stewardship activities
 - Ability to serve consecutive terms for continuity