

**Sisters of St. Joseph of Carondelet
Ministries Foundation
Development Committee Charter**

PURPOSE

To direct, oversee, and assist as necessary in the establishment and implementation of fundraising programs capable of supporting the activities and goals of the Ministries Foundation and CSJ ministries.

MEMBERSHIP

The Ministries Foundation Board Chair will appoint a Committee Chair and members from the Board. Additional committee members who are not on the Board may be appointed as deemed appropriate by the Foundation Board Chair and Committee Chair.

MEETINGS

The Development Committee will meet at least four times per year and as often as needed.

RESPONSIBILITIES

- Secure the financial resources necessary to meet the needs of the Foundation and the ministries
- Ensure the successful solicitation of major gifts by building the necessary capabilities and relationships with donors.
- Ensure that all Foundation fund raising programs are carried out in a professional manner consistent with the highest values and mission of the CSJs, the Ministries Foundation, and professional philanthropic and development practices.
- Set the direction of a detailed annual development plan that will include all activities, timetables and goals as well as the organization and budget required for implementation.
- Monitor the effectiveness of all aspects of the detailed plan on an ongoing basis and make appropriate and necessary adjustments.
- Provide quarterly reports to the Foundation Board on progress and effectiveness of the annual plans and on any adjustments that have been deemed necessary and appropriate.

- Participate in development activities as appropriate to promote the work of the Foundation and increase its effectiveness, as well as to gain greater personal understanding.
- Work in concert with other committees and individuals as appropriate and necessary to meet the needs and goals of the Foundation.
- Advocate that the development staff has the resources necessary to carry out the development plans.
- Provide advice and assistance to the development staff as is necessary to insure that the development plans can be carried out and the goals met.