

MAJOR DUTIES FOR THE CHAIRPERSON
OF
THE MAJOR GIFTS COMMITTEE

*In Consultation With, And The Support Of, The Development Department, The
Chairperson's Main Duties Are To:*

- 1) Be responsible for the recruitment and orientation of the solicitors to build the necessary volunteer structure ensuring the best solicitor-prospect matches and to maximize the number of personal contacts made. (depending upon the number of prospects.)
- 2) Provide counsel toward the development of the total calendar and action plan for the campaign.
- 3) Participate in the establishment of forecasts and evaluations of fund-raising potential by identifying and rating prospects.
- 4) Direct the assessment of ongoing campaign summaries and reports by setting priorities for support staff in order to implement campaign action plans, gauge results, and determine future courses of action.
- 5) Provide to the President and/or Trustees a report of the campaign's progress at Board meetings
- 6) Provide ongoing follow-up with campaign leaders to aid in: the timeliness of progress reports, solicitation of non-reported gifts and adherence to campaign deadlines.
- 7) Ensure proper donor and volunteer recognition by reviewing the gift acknowledgement process to the donors, establishing benefits which accrue to those donors, and establishing incentives for volunteers in order to maintain and improve donor-volunteer relations