Fund Development & Event Committee Description

Purpose

The purpose of Pongo Poetry Project's Fund Development & Event Committee is to provide support and oversight of the organization's fundraising strategy, initiatives, and annual flagship fundraising event. Committee members will work with Pongo's Co-Executive Director of Development & Finance to establish and maintain a culture of philanthropy throughout the organization. Furthermore, committee members will support the development and execution of Pongo's annual fall fundraising event.

Fund Development Responsibilities

To fulfill the Fund Development goals outlined above, the Committee will:

- Review and offer input on Pongo's annual fundraising plan, and specific development initiatives to ensure that they meet the organization's revenue needs.
- Support Pongo's high priority fundraising objectives, specifically the cultivation of major individual donors and corporate sources of support
- Engage in donor stewardship activities. Examples include:
    - Join donor meetings
    - Donor gratitude calls
- Serve as Pongo's fundraising "cheerleaders" by supporting individual board members in meeting their personal fundraising goals. Examples include:
    - Co-host private donor stewardship events
    - Partner with fellow board members on donor gratitude calls
- Monitor fundraising efforts to ensure they are carried out in a manner consistent with Pongo's mission, values and racial equity and social justice vision.

Event Responsibilities

To fulfill the Event goals outlined above, committee members will:

- Participate in the development and implementation of the event work plan
- Provide input and serve in an advisory capacity to guide the committee
- Review and offer feedback on event materials (i.e., fundraising materials, media/external communications, program content, etc.)

- Serve as internal/external ambassadors for Pongo's event related work (i.e., supporting event outreach efforts, encouraging board member participation, etc.)

Time Commitment

- Volunteer 1-2 hours per month to Fund Development & Event Committee, according to the following breakdown:
    - Monthly Committee Check-In (1 hour)
    - Committee work, according to personal schedule (1 hour)