BOYS & GIRLS CLUB
OF METRO NORTH

Development Committee

Overview and Expectations

Overview: The Development Committee is designed to support the Chief Advancement Officer by prospecting, researching, and helping connect potential new donors, volunteers, and supporters to the Boys & Girls Club of Metro North and INspire Cafe. Committee members play a key role in expanding the organization's network and building meaningful, long-term relationships.

Meetings and time commitments: The committee will meet six times per year via Zoom, at a mutually agreed upon time during the week, typically after the workday.

Between meetings, committee members will work directly with the Chief Advancement Officer to strategize around prospects and check in on progress. Outreach and relationship-building efforts are designed to be flexible and can be scheduled in a way that aligns with each member's availability.

Overall expectations: Committee members will have access to a living prospect list and marketing materials. Members will select prospects to manage and explore from this list, which consist of both personal connections and those without connections but are in the community.

Members will help identify:
- Alignment and fit with the mission
- Appropriate outreach strategies
- Initial points of contact

The goal is to determine which prospects may be open to further conversation and should be connected directly with the Chief Advancement Officer; and which prospects are not a good fit.

Committee members will help continuously refine and expand the prospect list through ongoing relationship-building.