Black Hills Dress for Success Board of Director Job Description – Development

1. Attend all Board and committee meetings. (70% minimum required)

2. Attend special events and functions such as fund raisers, major events, retreats and training programs at an appropriate level.

3. Be informed about the organization’s vision, mission, services and policies.

4. Participate in the Board’s management and review process.

5. Through personal resources or through the cultivation of new donor relationships, you will be asked to pledge an annual donation to support the organization’s programs and services at an appropriate level.

6. Follow conflict of interest and confidentiality policies.

7. Assist the Board in carrying out its fiduciary responsibilities such as reviewing annual financial statements, budgets and accounting practices.

8. Provide candid and constructive criticism, advice and comments.

9. Periodically review the organization's long range goals and strategies and use benchmarks to compare them against similar institutions.

10. Propose a slate of prospective Board members and fill vacancies as needed.

11. Appoint independent auditors or accountants subject to approval by the Board.

12. Be a champion and inform others about the organization.

13. Serve on committees and also take on special assignments.


15. Participate in the governance through election of new officers, appointment of staff and other matters to fulfill the requirements under the articles of the organization.

16. Approve major expenditures according to authorized limits and guidelines.

17. Review all previous year fundraising activity and make recommendations for improvements for new fiscal year.

18. Coordinate all fundraising and friend-raising activities and maintain shared events calendar.

19. Analyze relationships with current and prospective major donors and funders, and develop individualized strategies to cultivate or strengthen those relationships.

20. Work with Treasurer to determine annual development budget.
21. Determine Board fundraising expectations and goals; provide guidance for Board members on meeting fundraising goals; track progress toward fundraising goals both for individual Board members and for the Board as a whole.

22. Research and present to the Board possible grant opportunities.

23. Work with Executive Director and other Board members to write and submit grant proposals. Ensure all follow-up reports are completed on time.