



Sutter-Yuba Counties 4-H Youth Development Program

4-H COUNCIL

FUND DEVELOPMENT COMMITTEE

General Description

The 4-H Fund Development Committee oversees mission-based fund development for the Sutter-Yuba Counties 4-H Youth Development Program. This may include inviting community members to learn more about 4-H, coordinating fundraising events, building relationships with contributors, or identifying and submitting gift proposals.

Objectives

1. To help others understand and value the mission of the 4-H Youth Development Program and the difference we make for young people and our community.
2. To identify and cultivate individuals, companies, and organizations who might support 4-H's mission and programs.
3. To provide a gateway through which individuals connect with 4-H and our mission.
4. To develop sustainable funding for the 4-H Youth Development Program in Sutter-Yuba Counties.

Membership

No less than seven members with a majority of senior 4-H members. All geographic areas and ethnic diversity of the county should be represented as much as possible.

Specific Skills

- An understanding of, or a willingness to learn about, the 4-H Youth Development Program.
- Interest in administrative functions and tasks related to fund development.
- Strong leadership skills.
- Comfortable networking with individual and organizations.
- Ability to relate to and work with youth and adults from a wide range of socio-economic and ethnic backgrounds.
- Enthusiasm, patience, understanding and the ability to motivate youth and adults.
- Good organizational skills.
- Ability to communicate effectively.

Specific Responsibilities

Members of the Fund Development Committee may be responsible for one or more of the following:

1. Developing a diversified fundraising plan to meet the financial goals of the organization.
2. Creating a plan for donor outreach and stewardship, and building strong relationships with supporters.
3. With the 4-H Youth Development Advisor, identify and help prepare grants and gift requests to organizations, businesses and foundations whose giving aligns with our program goals.
4. Works with the Treasurer to assure financial tracking of funds.
5. Works with the Community Outreach and Visibility Committee to produce promotional pieces as necessary.
6. Partners closely with the California 4-H Foundation to seek guidance, process gifts, and further the committee's work.
7. Become a 4-H Adult Volunteer prior to serving on the committee. Becoming a 4-H Adult Volunteer includes: enrolling in 4-H and paying the enrollment fee, completing fingerprinting, and attending New Volunteer Orientation.

Relationships

The Fund Development Committee is responsible to the Fund Development Director who is a member of the 4-H Management Board. Members work cooperatively with the 4-H Youth Development Advisor and other 4-H staff. They also work with other committees on the 4-H Management Board including the Treasurer and the Community Outreach and Visibility Committee. The California 4-H Foundation provides support and guidance to the Fund Development Committee (in the future).

Time Involved

The time needed to do the job varies throughout the year and specific responsibilities assumed. It is estimated that on average 6-12 hours per month throughout the year would be required to do this job well.

Term of Appointment

Committee members shall serve a two-year term, with eligibility for reappointment to another two-year term. Applicants will go through an application and selection process.

I have reviewed this job description, and I am willing to volunteer and to serve as a member of the Sutter-Yuba Counties 4-H Youth Development Fund Development Committee.

4-H Adult Volunteer

Date

Fund Development Director

Date

This document was developed by Rita Boyes, 4-H Program Representative in Sutter-Yuba Counties. It is based on materials originally developed by Richard P. Enfield, 4-H Youth Development Advisor and County Key Leader in San Louis Obispo & Santa Barbara Counties and Richard L. Mahacek, 4-H Youth Development Advisor in Merced County.

The University of California, Division of Agriculture & Natural Resources (ANR) prohibits discrimination or harassment of any person in any of its programs or activities (Complete nondiscrimination policy statement can be found at <http://ucanr.org/sites/anrstaff/files/107734.doc>). Inquiries regarding ANR's equal employment opportunity policies may be directed to Linda Marie Manton, Affirmative Action Contact, University of California, Davis, Agriculture and Natural Resources, One Shields Avenue, Davis, CA 95616, (530) 752-0495.