



SIR Foundation Development Division Chair

Purpose

The SIR Foundation Development Division Chair provides leadership for the foundation's fundraising efforts in accordance with the goals set by the SIR Foundation Board. These efforts include the Annual Fund, Major and Legacy Giving programs, and the annual Foundation Gala. With the assistance of the SIR Foundation Board, committees, and staff, the Chair will be committed to promoting the Foundation's programming and increasing corporate, public, private, and member donations to SIR Foundation.

Term in Office

The term of the SIR Foundation Development Division Chair is three (3) years and the chair is eligible for election to one additional three-year term. SIR Foundation Board of Director member terms begin at the adjournment of the Annual Members Business' Meeting.

Key Responsibilities

- Actively works with the Major Gifts Task Force members to cultivate deeper ties and a long-term relationships with current and potential major donors
- Works closely with the Gala Committee Chair on oversight of gala activities
- Serves as the SIR Foundation representative on the CAP Committee
- Informs the Board of Directors on the status of SIR Foundation fundraising activities, development needs, and resources required to realize goals
- Engages fellow board members to take an active role in all fundraising initiatives
- Participates in the SIR Foundation Gala; leads by example, encouraging giving at the event

Reporting

This position reports directly to the Chair of the Foundation.

Support

The Development Division Chair is supported by the Gala, the SIR Foundation Executive Director, Development Director, and Senior Manager, Development.

Committee Membership

- SIR Foundation Board of Directors (voting position)
- Foundation Officers and Research Directors (FORD); the Foundation's "Operations Committee" (voting position)
- Strongly encouraged to attend SIR Executive Council meetings – non-voting position

Fundraising and Contribution

Every Board member is expected to support, promote, and actively fundraise for the Foundation, to personally contribute at least \$1,000/yr to the Annual Fund in support of Pioneer Circle, and to attend and encourage attendance at the SIR Foundation Gala.

Time Commitment

- Attendance and active participation is required during 3 SIR EC and Foundation Board meetings, approximately 2 days each
- Active participation on the FORD (Foundation Officers and Research Directors) calls as needed. These occur approximately 1-3 times a year.
- Periodic participation on Foundation Leadership call with Chair, Vice Chair, Past Chair and Executive Director to discuss division activities (approximately once every other month)
- Periodic participation on Gala Committee calls
- Reasonable availability for additional conference calls on an as needed basis

Role and Qualifications

- Must currently be a member of the SIR Foundation Pioneer Circle
- Must be comfortable asking members to give generously to the Foundation