

## Donor Development Activities

### *Ambassador*

- Attend <Organization> events and send information on donors and prospects to staff.
- Invite friends, colleagues, and/or relatives to <Organization> events.
- Host a house party or invite a friend to host a house party. House parties can educate our new friends and donors about <Organization>'s programs and are also an opportunity to raise money. As host of a party, you will underwrite the cost of food and drinks, and open up your home to friends and family.
- Months that are best for me:
- I have a friend who is available to host, and I will actively assist with the creation of the guest list.

### *Connector*

- Provide a list of prospects for donor cultivation and solicitation. The development director and fundraising committee will work with you one-on-one to develop an effective strategy for inviting your family, friends, or colleagues to support the work of <Organization>.
- Arrange a prospective donor meeting with an individual, corporation, foundation, or governmental agency that can provide new funding to <Organization>. Solicitation of prospective funding is more effective when personal contact is made. If you know any individuals and/or anyone in a corporation, foundation, or government agency that you can introduce personally to <Organization> staff and participate in a meeting, you can play a key role in <Organization>'s fundraising. Additionally, you may know of trustees who can make discretionary grants to <Organization>, or can be especially helpful in advocating for <Organization> on key proposals.
- I am interested in facilitating a donor meeting or specific communication with foundation trustees.
- Watch for names of prospects from annual reports, newspapers, etc., and send to staff.

### *Solicitor*

- Participate in major donor fundraising by serving as a contact, participating in a meeting, and/or making ask(s). Raising unrestricted funds is an important component of <Organization>'s fundraising plan, and solicitations from major donors is an important strategy.

My goal to raise through major donor fundraising: \$\_\_\_\_\_

- Solicit a sponsor for an event. Events are an important opportunity to solicit corporate sponsorship or to invite the support of other potential donors. We will let the board know in advance about the scheduled events so you have enough time to solicit sponsors.

My goal to raise through an event: \$ \_\_\_\_\_

### *Steward*

- Make thank-you calls to donors and supporters. This activity involves calling and/or emailing donors just to say thanks. It is an opportunity to thank the donors for their support, answer any questions, and learn more about the donor. You will be given information and assistance to make these thank you calls.
- Write notes to major donors on event invitations, annual solicitation letters, etc.

### *Other*

- Other ways to support fundraising. Please include ways you can volunteer your services to <Organization> or other ways you hope to raise funds for the organization (e.g., auction items).

My overall fundraising goal: \$ \_\_\_\_\_

I agree to fulfill the above-stated fundraising goals to the best of my ability.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE