

Foundation Stewardship Committee Chair

Supervisor: Foundation Chair

Department: Foundation

Date Created or Revised: December 2024

Purpose

The Stewardship Committee (Committee) is a standing committee of the Gamma Phi Beta Foundation (Foundation) whose purpose is to act as a resource and advisory group to the Foundation to maintain and increase the donor base through donor relations and volunteer stewardship efforts. The Foundation Stewardship Chair (Chair) will be the liaison between the Board of Trustees (BOT) and the Committee. The Chair will lead the Committee in the execution of its duties.

Responsibilities

Oversee Committee actions to include:

- Thank donors by either phone, email and/or written letters to complement staff stewardship and further strengthen donor relations and result in increased giving.
- Share information gathered through stewardship interactions with donors and potential donors with Foundation staff to support stewardship efforts and accurate documentation in database.
- Serve as an ongoing resource to staff and BOT for developing innovative donor relations strategies that positively impact donor retention and donor acquisition and increase giving levels.
- In collaboration with staff, notify donors when they reach a higher giving level.
- Participate in other cultivation and stewardship activities as requested by the chief development officer or Chair.
- Set goals and evaluate Committee progress toward goal achievement.
- As needed, develop recommendations for the BOT to consider.

Additionally, the Chair will work with the Foundation Chair and Foundation staff to:

- Lead the Committee in their responsibilities pursuant to charter.
- Support additional stewardship volunteers in their responsibilities focused on engagement and gratitude, process, and vision.
- Promote a positive relationship between the Foundation and its donors.
- Lead the committee in stewardship efforts to increase follow-up contact and positively impact giving through timely communications and personal follow up.
- At least quarterly, review stewardship and donor relations planned strategies and activities with the Foundation Chair and staff.
- Train new Committee members.
- Provide leadership and direction to the Committee and subcommittee in setting priorities, making assignments, establishing timelines, reviewing data and distributing information.
- Report and present periodically to the BOT on Committee and subcommittee activities, with written reports provided in accordance with the meeting homework schedule.



- Review gift reports provided by staff on at least a monthly basis and appropriately plan and track donor outreach efforts by the committee.
- Solicit input from Committee members on possible amendments to its charter at least annually. As appropriate, submit to the Governance Committee for review and submission to the BOT for approval.

Expectations

- Schedule, attend and lead Committee meetings. Meetings are expected to occur between six to eight times a year.
- This role requires approximately eight to 12 hours per month, on average.
- No travel is expected for this role. Any changes in travel expectations will be communicated to volunteers.
- Complete Basic Fidelity volunteer modules and other required training.
- Learn Beta Base for foundation donor tracking.
- Be a member in good standing by paying **annual international alumnae dues** or being a **Life Loyal** member.
- Annually signs a Confidentiality Statement and a Conflict-of-Interest Policy.

Preferred Competencies and Experiences

- Strong relationship builder.
- Effective and clear communication and presentation skills.
- Ability to think creatively to support stewardship efforts.
- Prepared, thoughtful and respectful when taking in information and communicating with others.
- Contributes individually to creating a positive team dynamic.
- Previous Gamma Phi Beta volunteer experience.
- Knowledge of or willingness to conduct stewardship efforts with members.

