

Foundation Stewardship Committee Member

Supervisor: Foundation Stewardship Committee 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 strategic planning, process development, donor relations and volunteer stewardship efforts.

Responsibilities

The Committee will work the Chair and Foundation staff to:

- Serve on one or more of the stewardship subcommittees (strategic planning, process development, stewardship and visionary development).
 - Strategic planning includes planning next phases of stewardship plan and evaluating metrics to determine effectiveness of plan.
 - Process development includes creating processes and procedures to support stewardship efforts (voicemail scripts, library of donor stories, sample thank you notes, etc.).
 - Stewardship includes actively and consistently thanking and engaging donors based on the developed stewardship plan (phone, email and/or written letters).
 - Visionary development includes developing ideas and topic areas that will help execute donor stewardship (i.e., types of donor impact stories we want to tell, topic areas for behind-the-scenes updates, etc.).
- 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 Foundation Board of Trustees (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 Foundation staff or chair.
- Set goals and evaluate Committee progress toward goal achievement.
- As needed, develop recommendations for the BOT to consider.

Expectations

- Attend Committee meetings. Meetings are expected to take place between 10-12 times a year.
- This role requires three to four hours per month, on average.
- No travel is expected for this role.
- Complete Fidelity volunteer modules and other required training.



- Learn Beta Base for Foundation donor tracking.
- Ability to use Microsoft Office products, including Excel.
- Being a member in good standing by paying **annual international alumnae dues** or being a **Life Loyal** member.
- Annually sign a Confidentiality Statement and a Conflict-of-Interest Policy.

Preferred Competencies and Experiences

- Strong relationship builder.
- Commitment to follow through on assignments and next steps in a timely manner.
- 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.
- Ability to serve as an ambassador of the Foundation.
- Knowledge of or willingness to conduct stewardship efforts with members.

