



**Riverside County 4-H Youth Development Program  
RESOURCE DEVELOPMENT COMMITTEE CHAIR  
JOB DESCRIPTION**

**General Description**

The Resource Development Committee Chair is a middle manager and provides leadership to and coordinates the fundraising efforts of the Riverside County 4-H Youth Development Program (YDP). The Resource Development Committee Chair coordinates the Resource Development Committee and any related ad-hoc committee(s).

**Objectives**

1. To build and lead a Resource Development Committee that raises funds to support the program vision and plan.
2. To develop a coordinated fund development plan to support the comprehensive program budget established.
3. To oversee and coordinate all fundraising activities planned by Committee Chairs, approved by the Management Team and reflected in their approved budget.
4. To grow and maintain a portfolio of individuals, companies and foundations committed to financially support the county 4-H YDP.
5. To support the development of a culture of philanthropy within the county 4-H YDP.
6. To stay informed of new developments in the resource development and fundraising field and adjust the fundraising plan as necessary.

**Specific Skills**

1. Either an understanding of or a willingness to devote the time necessary to learn about the 4-H YDP, the fund development process and building a culture of philanthropy within the 4-H organization.
2. Interest in administrative and management functions and tasks relating to fundraising.
3. Strong leadership skills.
4. Ability to relate to and work with youth and adults from a wide range of socio-economic and ethnic backgrounds.
5. Enthusiasm, patience, understanding and the ability to motivate youth and adults.
6. Ability to resolve conflict in a timely manner.
7. Ability to communicate effectively.
8. Ability to think strategically.
9. Good organization skills.
10. Either an understanding of or a willingness to devote the time necessary to learn about the 4-H Management Team, Program Development Team, Committee and Committee Chair concepts in the county and the ability to communicate it to others.
11. Willing to participate in the screening necessary to become a 4-H Adult Volunteer to serve as a Committee Chair.





### **Specific Responsibilities**

1. Follow and abide by the Resource Development Committee Chair Job Description.
2. In partnership with the California 4-H Foundation, coordinate the development of a diversified fundraising plan to meet the financial goals of the organization.
3. Serve as the primary liaison to the California 4-H Foundation to coordinate local fundraising efforts to achieve maximum revenue.
4. Provided leadership to manage and evaluate the fundraising efforts of the team on behalf of the county 4-H YDP.
5. Coordinate the development and maintenance of a donor recordkeeping system.
6. As appropriate, meet with individual donors, foundation or company representatives to prospect and/or solicit gifts in partnership with county 4-H YDP staff and the California 4-H Foundation.
7. Develop and manage the fundraising budget subject to approval by the Management Team. Authority to re-budget between line items or change the budget as needed given the budget remains within the amount allocated.
8. Provide training and support to 4-H units (e.g., clubs) related to fundraising and resource development.
9. Serve as an active member of the 4-H Management Team and attend regularly scheduled meetings (at least 6 per year).
  - a. Help to carry out the responsibilities of the team.
  - b. Serve as an important link between the 4-H Management Team and the Resource Development Committee and any related ad-hoc committee(s). Keep the team informed by giving reports as to their plans, what they are doing and how they are functioning.
10. Serve as the chairperson of the Resource Development Committee. As chairperson, be responsible for:
  - a. Operation of the committee, including setting meeting dates, reserving the meeting room, meeting agendas and other items needed for smooth committee operation.
  - b. Recruitment, selection and orientation of committee members.
  - c. Development, implementation, monitoring and evaluation of a fundraising plan.
  - d. Providing leadership for the training and support of 4-H units/groups in the fundraising area.
  - e. Special emphasis on Affirmative Action/Outreach.
11. Coordinate any related ad-hoc committee and work closely with the chairpersons to ensure that members are recruited, timelines and policies are being followed and adhered to and the committee is functioning according to the instructions provided to them by the Management Team.
12. Work closely with the 4-H YDP, county office staff, and California 4-H Foundation staff.
13. Attend scheduled orientation and training sessions for Committee Chairs.

### **Relationships**

The Resource Development Committee Chair is responsible to the 4-H Management Team and the 4-H YDP. The Committee Chair works closely with the Treasurer/Finance Manager to determine the costs of the program, secure budgets and ensure funding needs are included in





the fundraising plan. The Committee Chair cooperates with other Committee Chairs in the county, as well as other adult volunteers, members and participants in the 4-H YDP. The Committee Chair is the primary fundraising liaison to the California 4-H Foundation and communicates regularly with Foundation staff to plan and coordinate fundraising efforts. The Resource Development Committee Chair is expected to network, collaborate and cooperate with community groups, foundations and private corporations and companies. Committee Chair orientation will be closely coordinated with the 4-H YDP staff to assure compliance with 4-H and University policies.

**Time Involved**

The time needed to do the job varies throughout the year. It is estimated that on average 12-16 hours per month throughout the year would be required to do this job well.

**Term of Appointment**

The Committee Chair shall serve a one-year term, with eligibility for reappointment annually, following the program year calendar. Regardless of start date, the position expires on June 30<sup>th</sup> of each year and is eligible for reappointment on July 1<sup>st</sup>. A reappointment meeting with the CES\* occurs in late spring of each year so that mutual agreements and expectations are understood by the volunteer and county personnel.

I have reviewed this job description, and I am willing to volunteer and to serve in the capacity of the Resource Development Committee Chair.

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4-H Adult Volunteer

\_\_\_\_\_

Date

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4-H Youth Development Program Staff

\_\_\_\_\_

Date

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