

## *Standard Operating Procedures*

### **Position Summary:** Development Councilor

The Development Councilor provides leadership in the solicitation of funds (cash or in-kind) from funders and partners who share SISN values and principles, and manages existing donor relationships. The main duties of the Development Councilor are to (i) ensure a strong resource base to support the Society's operations and execution of the strategic plan, (ii) develop and coordinate a fundraising plan, and (iii) manage donor relationships.

The Development Councilor works closely with the President, Vice President, and Treasurer.

The Development Councilor works closely with the Secretariat and provides direction to them as needed. In turn, the Secretariat provides operational support (logistics, conference meeting set up, event planning, event horizon scanning, dossier preparation support) to the Development Councilor.

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The duties of the Development Councilor are listed here. **The Development Councilor is expected to provide significant input on duties, in bold, below.** The Development Councilor is expected to dedicate 1.5 hours per month on duties in bold below.

#### *Fundraising Plan*

1. In coordination with the Treasurer, **develops a fundraising plan** and ensures its proper implementation, **including an annual plan** of fundraising activities and meetings with potential donors.
2. **Provides strategic advice and recommendations** to the Board on donors, private foundations, philanthropic individuals and outlines how to approach such individuals.

#### *Coordinating SISN's fundraising reporting*

3. With support from the Secretariat, a Grants Working Group (WG), and grant consultants, the Development Councilor reviews all reports to donors to ensure their completeness (i.e. they cover the deliverables in the contract), are of a high standard, and are submitted on time.
4. **Reports on fundraising activities at Board meetings** and in the annual report.

*Managing existing donor relationships*

5. **Develops and deepens existing donor relationships**, ensuring that the Society maintains effective communications and good relations with its donor partners, ensuring they are updated on the Society's work and achievements.
6. Keeps the Society up to date on changing donor priorities and ensures that new funding opportunities are identified and shared with the Board in a timely manner.
7. Works closely with the President and Chief Information Officer to increase the Society's profile and enhance its reputation within the donor community.
8. **Attends events** where potential funders would be present.

*Meetings and Committees*

9. Development Councilor attends all Board meetings.