

# DEVELOPMENT COMMITTEE

## 2022-2023

### Mission

To support the school by assuring fiscal health through philanthropy and fund development.

### About

Founded in 1992, the Development Committee comprises eight to ten parents appointed by the principal. The principal, vice-principal, administrative and marketing support representatives, and pastor serve as staff committee members. This governing body meets monthly. Serving as school ambassadors, committee members attend and promote various activities throughout the academic year.

Annual Giving Campaign (AGC) and Evening to Treasure (E2T) are the signature fundraising events hosted by the Development Committee. Funds raised by these events contribute to specialists' employment, technology upgrades/development, building security and enhancements, and scholarship programs.

#### Development Committee Positions

- Co-Chairs
- Community Engagement Facilitator(s)
- Event Coordinator(s)
- Public Relations Coordinator(s)
- Recruitment Coordinator(s)
- Secretary
- Treasurer

#### Fundraisers

- Annual Giving Campaign (direct mailing)
- Evening to Treasure (gala)

#### Committee Hosted Activities

- New Parent Orientation
- Open House
- Fine Arts Night

#### Publications

- Annual Report
- Blessings Newsletter

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*It's not what we do; it's the difference we make.*

2407 Dixie Highway, Ft. Mitchell, KY 41017  
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## POSITION DESCRIPTIONS 2022-2023

### Co-Chairs

Accountable for the committee's operations and ensuring it functions effectively, efficiently, and harmoniously. Responsible for fostering relationships between the committee, school staff, and parents while overseeing each committee member's duties. Coordinates New Parent Orientation and Curriculum Night in conjunction with administration. Responsible for creating and distributing the Annual Report.

### Community Engagement Facilitator(s)

Manages and implements strategies that mobilize people to give, advocate, and volunteer. Works to ensure programs and activities are consistent with the school's mission and goals and contribute to an improved and robust quality of student life. Serves as the liaison between the Evening to Treasure Chairs and the committee.

### Event Coordinator(s)

Coordinates, implements, and executes Fine Arts Night, teacher luncheons, and works in tandem with Parent's Club to support Grandparents/Special Friend's Day. Provides event updates to the committee.

### Public Relations Coordinator(s)

Responsible for establishing a social media presence across multiple platforms and engaging with users. Additional duties include preparing and supervising the production of Annual Giving Campaign brochures, the Blessings Newsletter, and other handouts, promotional videos, and photographs as needed for enrollment-related events.

### Recruitment Coordinator(s)

Provides information and support for families navigating the application, decision, and enrollment process. Analyzes data to identify trends, opportunities, and potential enrollment gaps. Organizes the *Welcome to BSS* yard sign placement to acknowledge new families. Coordinates, implements, and executes Open House. Provides event updates to the committee.

### Secretary

Takes and electronically distributes meeting minutes. Writes and disseminates all follow-up communication in the spirit of thanks and appreciation.

### Treasurer

Analyzes and presents financial data to the Development Committee to ensure the committee is growing and meeting its goals. Reconciles monthly Profit & Loss and General Ledger reports received from administration. Makes recommendations for future fund allocations, which the committee votes on with adherence to ethics, best practices, and pre-established financial plans.

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