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HELPING PEOPLE & NONPROFITS THRIVE!

✓ Development Teams Success Checklist

Core Fund Development Teams*

- Executive Director and Development Director
- Development staff

Development Director (at times working through Executive Director) and:

- Board Chair and Executive Director
- Board Chair, Development Chair and Executive Director
- Executive Director and Board of Directors
- Executive Director and Executive Committee
- Fund development volunteers/committees

**Teams vary depending on size, staffing and board committee composition of nonprofit.*

Best Practices - Success Factors

- Shared mission, vision, values and goals with organization
- Effective leadership
- Three C's:*
 - Clear, written role descriptions for individuals and teams
 - Communication
 - Chemistry
- Explicit and realistic expectations
- Accountability that is written, agreed to, and followed up on
- Common and explicitly agreed to relationship-communication values:*
 - Trust
 - Kindness
 - Respect
 - Positive intent assumed
 - Integrity
 - Mutual, expressed appreciation
 - Honesty
- Acknowledge and address failures and problems -- as a team, without blame.
- Acknowledge and thank team and team members at every opportunity.
- Acknowledge and celebrate successes of every size!

Bonus Success Factors

- Team members understand each other's and teams' personality, work and communication style
- Teams engage in visioning process to inform team mission and relationships
- Teams create and agree to team mission and vision statements and related operating principles

Bibliography/Resources

- Beyond Fundraising; Kay Sprinkel Grace
- How to Lead Work Teams; Fran Rees
- Nonprofit Boards That Work; Maureen Robinson
- People Smart; Tony Alessandra
- Quick Guide to 16 Personality Types in Organizations; Linda Berens
- The Secrets of Facilitation; Michael Wilkinson
- www.compasspoint.org
- www.boardsource.org