

Development Committee Job Description

Job Description of Northern Yearly Meeting	
Committee	Development Committee (Standing Committee)
Position	Member (3)
Date Approved by NYM	05/25/2026
File Location	2026-05-25 Development Committee Final Job Description

Gifts:

- Knowledge of the Northern Yearly Meeting community
- Familiarity with Northern Yearly Meeting's budget process and priorities – or willingness to learn
- Knowledge of Quaker organizations
- Interpersonal skills
- Experience and/or knowledge in fundraising and/or development
- Strong and mindful discernment
- Strong organization and documentation skills
- Deep appreciation for Northern Yearly Meeting's mission

Responsibilities and Activities:

- Maintain a mindful and spirit-led understanding of NYM's financial health.
- Coordinate with the Finance Committee and Clerks Team to establish development goals.
- Create a giving development strategy in collaboration with other committee members.
- Receive information on contributions from the Treasurer and track giving trends
- Pursue a diverse variety of funding options in accordance with NYM's values with attention to NYM's sustained stewardship.
- Build meaningful relationships with individuals, meetings, and worship groups within NYM that unlock resources for NYM's service and mission.
- Send letters of thanks for contributions from meetings and individuals, based on information from the Treasurer.
- Take time to discern the needs and wants of meetings and worship groups as related to NYM's development.
- Give a report at Annual Session. If needed, give reports at Fall or Spring Interim Session.

Membership and Appointment

1. Committee is composed of three (3) members
2. Nominated by NYM Nominating committee and approved by NYM Meeting for Business
3. Serve 3-year staggered terms

Records

1. Keep minutes as well as written reports of members' work