

**PMI EDUCATIONAL FOUNDATION BOARD SUPPORT CHARTER**

**NAME: DONOR DEVELOPMENT PARTNERS (DDP)**

**CHARTER EFFECTIVE DATE AND DURATION:** 1 January 2020 – 31 December 2020 (Approved 17 November 2019)

**Version #: 1**

**Rev. Date:**

**Description of Change:**

**PURPOSE:**

The DDP is a group of honored supporters of the Foundation who are strongly committed to cultivate donors and to promote PMIEF programs by using their influence and relationship networks.

**DELIVERABLES:**

- Cultivating relationships with potential new donors in the extended Project Management community.
- Stewarding existing donors and asking for donations.
- Providing personal expertise to aid in working with PMIEF donors (e.g. planned giving).
- Acting as active ambassadors, in all their interactions, to improve PMIEF visibility towards its potential partners, with the main purpose of building cooperative mutually relationships that will be economically, culturally or socially beneficial for the PMIEF mission.

**ACCOUNTABILITY, ENGAGEMENT, AND REPORTING REQUIREMENTS:**

- DDP are accountable to the PMIEF Development Committee Liaison, and any assignments are made by the Executive Director or designate, consistent with the direction set by the Development Committee for their activities.
- The PMIEF Development Committee Liaison, in collaboration with the PMIEF staff, will establish and monitor ongoing processes and annual programs of work related to the activities of DDP, and will coordinate their training for the purpose of insuring proper conduct of role and responsibilities.
- The PMIEF Development Committee Liaison, in collaboration with the PMIEF staff, will provide DDP with a “Communication Toolkit” including a selection of PMIEF programs, witnesses and video stories to be shared with their actual or potential donors.
- DDP will be held accountable for conducting activities in an ethical manner, adhering to PMIEF Rule of the Board 3.3 (which adheres to the PMI Code of Ethics and Professional Conduct), and a set of agreed-upon activities, time commitments, metrics, and time frames.
- DDP must follow all applicable laws regarding solicitation of donations.
- DDP do not act in a governance or advisory role to the PMIEF Board or its Committees but are responsible solely for extending the PMIEF Board’s reach to promote strategy and cultivate donors.
- DDP should report on their activities on the basis of a “Communication Plan” to be delivered at the beginning of each year and updated at least quarterly.
- DDP should attend a quarterly call scheduled by the Development Committee Liaison.
- DDP’s responsibilities are limited to the development activities described in this charter.

**COMPOSITION AND TERM DESCRIPTION:**

- There is no limit to the number of members of DDP.
- DDP membership is exclusively at the invitation of the PMIEF Board, with members invited by the Chair, subject to the approval of the PMIEF Board (Bylaws Art. VII B). The PMIEF Development Committee, based on membership criteria determined by the Committee and approved by the Board, recommends members.
- There will be a renewable 1-year term of membership that will be renewed assuming that members of DDP have met PMIEF Board expectations such as thanking existing donors, promoting PMIEF mission or receiving donations to PMIEF, and fulfilling personal requirement of annual donation.
- If a member is actively engaged in a formal PMI Global Operations Center volunteer role, the charter governing that volunteer role may limit the activities of the Council Member.
- Members of the DDP cannot be current PMI or PMIEF Directors, PMI or PMIEF staff, or current members of a PMI Board Support Committee.

**MEMBER REQUIREMENTS (Criteria):**

**Required criteria:**

- Committed current PMIEF donor with a history of significant gifts

- Demonstrated support and commitment for PMIEF mission
- History of volunteering with PMI at local and global level
- Relationships with current or potential donors
- Willingness to commit time and energies

**Desired criteria:**

- Past experience in stewardship

**RESOURCES AND BUDGET:**

- Budget will be set aside for a face-to-face meeting of the DDP, including travel and other operating expenses, as appropriate.
- No budget (\$0) will be specifically set aside for individual use. Any expenses to be incurred by DDP will be identified before the expense is incurred, approved by the PMIEF Executive Director, and included in the budget for that task.

**DDP MEMBERS:**

- Not less than 3 and not more than 30

**PMIEF BOD and Staff MEMBERS:**

- Development Committee Chair – Olivier Lazar
- Development Committee Liaison – TBD
- Development Staff Manager – Michele Raymond
- Development Staff Liaison – Jill Liebling