



**Department of Development Office (DOD)
Skeletal Report: January 1, 2018 to August 31, 2018**

Summary Highlights: \$39,619 Raised in Pledges/Gifts (16.5% of Annual Goal)

Responsibilities: MG Prospect Identification/Research/Development/Cultivation/Solicitation; Development Advisory Team (DAT) Resourcing; Case Reviews; Biennial Prospecting; Enhancement of Plan Giving Opportunities; ABWIM Appeal; Department/Office Administration; Generosity Project (Stewardship meetings & presentations); Select Regional Events; other duties as assigned.

GENERAL HIGHLIGHTS & ACTION STEPS

○ 2018 Goal \$240,000	\$39,619
○ <i>Transformed by the Spirit (TbyS)</i>	\$ 0
○ Rhythms of the Spirit	\$12,250
○ ABWIM Targeted Giving	\$21,788
○ ABC Targeted Giving	\$ 1,806
○ Peace and Interfaith	\$ 25
○ Baptist-Muslim Dialogue	\$ 2,500
○ 2018 Biennial Mission Summit (Ads, Booths, Sponsors)	\$ 0
○ 2019 Biennial – Youth Support	\$ 525
○ Fresh Expressions	\$ 125
○ Co-operative Christianity	\$ 500
○ Sacred Safe Space – ABCUSA	\$ 100

Action Steps

1. Publish Generosity Project Stewardship Articles & Serve on Generosity Project Planning Team;
2. Conduct four select PBA church leadership stewardship initiatives & worship services;
3. Implement new Development Database (Net Work For Good);
4. Participate in 2019 Biennial Planning Meetings & Update Biennial Prospect Lists;
5. Produce Sundry Letters - donor acknowledgements, yearend, updates & follow-up;
6. Serve as OGS liaison for ABC McKee Consultation Planning Team;
7. Draft OGS Letter to Kachin Baptist Convention's General Assembly;
8. Visit/Call/Email/Contact/Follow-up with Donors - Current & Prospective;
9. Attend select Regional Gatherings - ABCOTS, ABCONN, PBA, ABCGI;
10. Plan OGS Case refinement with BGM Case development team;
11. Reconcile Development Office donor list with Accounting/ABCIS donor gift data;
12. Draft PBA Regional Development Plan - Pilot;
13. Write/Produce copy for 2019 Biennial Mission Summit Brochure (sponsors, exhibitors, etc.)
14. Review & Produce 2019 Biennial Mission Summit Prospect List;
15. Begin preliminary discussions with top Biennial sponsors/exhibitors;
16. Respond to preliminary discussions regarding ABCOTS & Morehouse fundraising venture;
17. Perform various HR duties for Intern Position - identification, communications, review, selection;
18. Hold Various strategy & tactical calls/meetings with Development Advisory Team (DAT);
19. Updates previously researched foundations (including providing support for partners);
20. Continue leadership Orientation & Training - Friendraising/Cultivation & Prospecting;
21. Conduct sundry individual & foundation prospect case evaluations (affinity, ability, access)
22. Attend 2018 Hampton University Minister's Conference & select gatherings (events), June;
23. Participate in sundry OGS & ABC staff meetings; and
24. Follow-up discussions regarding Chestnut Street Baptist Church.