



BGM and DAT – Department of Development (DOD) Report May 17, 2018

Department of Development Office (DOD) Skeletal Report: January 1, 2018 to April 30, 2018

Summary Highlights: \$34,307 Raised in Pledges/Gifts (10.7% of Annual Goal)

Responsibilities: MG Prospect Identification/Research/Development/Cultivation/Solicitation; Development Advisory Team (DAT) Resourcing; Case Reviews; General Secretary's Circle/Enhancement of Plan Giving Opportunities; ABWIM *ACCESS*; 2019 Biennial Mission Summit; Department/Office Administration; Generosity Project (Stewardship meetings & presentations); Select Regional UM presentations; other duties as assigned.

GENERAL HIGHLIGHTS & ACTION STEPS

• 2018 Goal \$320,000	\$34,307
<i>Transformed by the Spirit (Tbys)</i>	\$ 0
○ Rhythms of the Spirit	\$12,250*
○ ABWIM Targeted Giving	\$19,052**
○ ABC Targeted Giving	\$ 505
○ Peace and Interfaith	\$ 0
○ Baptist-Muslim Dialogue	\$ 2,500
○ 2018 Biennial Mission Summit (Ads, Booths, Sponsors)	\$ 0
○ Fresh Expressions	\$ 0

*ABCUSA's portion of a \$61,250 gift distributed through ABC USA from FBC of Williamsport, PA.

**Includes a \$10,000 pledge over five years.

Notes: Final payment of \$50,000 received from a three-year pledge to Tbys, ABWIM Endowment Fund, and Peace and Interfaith Initiatives. Above does not include verbal \$100k estate gift or \$600,000 Chestnut Street Baptist Church asset distribution to OGS and ABCUSA Affiliated entities.

Tactical Action Steps - March 1 to May 22

- Draft two March 2018 Generosity Project Stewardship Articles;
- Conduct three select PBA church leadership Orientation & Training as well as next steps Meetings;
- Initiate 2018/19 ABWIM Planning discussions - Case, Newsletter, Marketing Prior Results, Stories;
- Coordinate plans & implementation of new Development Database - *May 2018 go live target*;
- Participate in 2019 Biennial Planning Meetings & update Biennial Prospect Lists;
- Produce Sundry Letters - donor acknowledgements, updates & follow-up;
- Serve as OGS liaison for ABC McKee Consultation Planning Team;
- Draft OGS Letter to Kachin Baptist Convention's General Assembly
- Visit/Call/Email/Contact Donors - Current & Prospective;
- Attend select Regional Gatherings - ABCOTS, ABCONN, PBA, ABCGI;
- Set Conference Call/Discuss/Plan OGS Case refinement with BGM Case development team;
- Reconcile Development Office donor list with Accounting/ABCIS donor gift data;
- Review & edit key fundraising forms for 2018 - pledge instruments, stock transfer documents, etc.;
- Hold Tactical Discussions with members of the Development Advisory Team (DAT);
- Updates previously researched foundations (including family, corporate, independent grantors);
- Continue leadership Orientation & Training - Friendraising/Cultivation & Prospecting;
- Co-coordinate OGS participation at Hampton University Minister's Conference, June;
- Participate in sundry OGS & ABC staff meetings and gatherings; and
- Scheduled select online training seminars/workshops on fundraising best practices.