



May 2002 Membership Meeting Building Capacities

Nuts & Bolts of Fund Raising

Concurrent Discussion Session I

Friday, 24 May 2002

10:30 a.m. - 11:15 a.m.

Wilshire I

Discussion led by Nancy L. Eaton, Pennsylvania State University, and Shirley K. Baker, Washington University in St Louis

You are a new dean or director faced with library fund-raising responsibilities at your university. How do you get started? What help can you expect from the central development office? How do you set priorities? Is there a capital campaign already under way? What is your role with volunteer groups? This discussion will focus on practical issues facing directors relatively new to fund raising. Potential topics for discussion include:

- Responsibilities and role of the director/ dean
- Centralized versus decentralized organizational models for development
- Use of professional development staff
- Use of library staff in the fund-raising effort
- Setting programmatic and financial goals
- Preparing case statements
- Preparing proposals
- Use of advisory committees, campaign committees, and Friends groups
- Donor recognition and stewardship
- Donor events
- Use of consultants
- Workshops and seminars of interest

The discussion will be shaped by the specific questions or interests of participants.

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