The Valley Child Development Center

**Responsibilities Matrix**

**12/23/2016**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Activity** | **TVCDC** | **RCCF Fund** | **NCF** | **City** | **RDg** | **Notes** |
| **Fundraising-related** | | | | | | |  |
|  | Major donor visits/asks |  | P | S |  |  |  |
|  | Broad donor outreach/fundraising | P | S |  |  |  |  |
|  | Accept & receipt cash contributions |  |  | P |  |  |  |
|  | Accept & receipt non-cash contributions |  |  | P |  |  |  |
|  | Apply for private foundation grants | P | S | S |  |  | NCF will not be included if RCCFF is not applicant |
|  | Apply for government grants (if applicable) | P |  |  | S (CDBG) |  |  |
|  | Track & follow up on pledges |  | P (DH & AO) |  |  |  |  |
|  | Accept contributions eligible for CDAA credit |  | P (DH & AO) |  |  |  |  |
|  | Determine funds to be endowed | S | P |  |  |  |  |
|  | Develop and implement plan to build endowment for Center | P | S | S |  |  |  |
|  |  |  |  |  |  |  |  |
| **Construction-related** | | | | | | |  |
|  | Bid out project | P |  |  |  |  | Has to be done by owner |
|  | Enter into contracts for architectural, engineering, construction work | P |  |  |  |  |  |
|  | Pay vendors | P |  |  |  |  |  |
|  | Develop and manage cash-flow plan | P – AO, DH, and ED hire |  |  |  |  |  |
|  | Develop and manage cash-flow plan (construction) | P |  |  | S | S |  |
|  | Manage construction calendar | P – Owner’s Rep? |  |  |  | S |  |
|  | Day to day operations | S? |  |  | S? | P |  |
|  |  |  |  |  |  |  |  |
| **Program/Operations** | | | | | | |  |
|  | Develop operating budget | P – ED hire and board |  |  |  |  |  |
|  | Develop curriculum | P – ED hire and board |  |  |  |  |  |
|  | Hire employees | P – ED hire and board |  |  |  |  |  |
|  | Develop marketing plan | P – ED hire and board |  |  |  |  |  |
|  | Develop compliance calendar | P – ED hire |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Other** | | | | | | |  |
|  | TVCDC Board education | P - governance |  | S – leadership, not governance |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

P = Primary responsibility

S = Secondary/supporting role