



AFP – Idaho Chapter Administrator (contract position)

Position Overview: This position provides part-time administrative support for the Association of Fundraising Professionals – Idaho Chapter. The position reports to the Board of Directors and is based in the Treasure Valley. This contract position helps increase the capacity of the Chapter by providing administrative support in the areas of marketing, communications, social media and event coordination.

Contact Person: Keri Davidson, AFP Chapter President; Davidson.Keri@westada.org

Specific Tasks:

- Update and maintain the database and email lists of Chapter members and non-members. Research and add non-profit organizations and fundraising staff, as needed. Produce lists for appropriate event invites and eNewsletters.
- Update and maintain Chapter website and social media including Facebook, Instagram and LinkedIn. Post Chapter events, education sessions, relevant articles, job postings, etc regularly to keep people engaged.
- Manage Chapter PayPal account for event registration and other payments.
- Actively participate in Chapter event committees to help plan, execute and promote Chapter events and education sessions. Attend events to help with registration and take photos for use on social media.
- Create and send bi-monthly eNewsletters as well as invitations for upcoming events and education sessions to Chapter members and non-members.
- Assist with development and dissemination of marketing materials as needed to promote AFP, the Idaho Chapter and specific events.
- Attend Bi-monthly Board Meetings and be prepared to report on activities.
- Monitor AFP Idaho Chapter email account and either respond or forward to the appropriate Board Member.
- Other administrative duties as requested and as time allows.

Terms: \$15 per hour, up to 16 hours per month (unless otherwise approved). This is a contract position. Payment schedule will be monthly, upon receipt and approval of monthly invoice and overview of hours that you provide.

Facebook: @afpidaho/**Instagram:** @afpidaho/**LinkedIn:** AFP Idaho Chapter
<https://community.afpnet.org/afpididahochapter/home>