Chapter Administrator

About the Association of Fundraising Professionals (AFP)
For more than 60 years, AFP has been the standard-bearer for professionalism in fundraising, empowering individuals and organizations to practice ethical fundraising through professional education, networking, research, and advocacy. AFP advances philanthropy through its 30,000 members in more than 240 chapters around the world.

Locally, the Central New York Chapter of the Association of Fundraising Professionals (AFP-CNY) has more than 80 members, representing a variety of nonprofit organizations. AFP-CNY strives to enhance philanthropy and volunteerism through a series of programs designed to benefit all those who lead, serve, and support non-profit institutions.

About the Position
The Chapter Administrator is a key leadership position that supports the operations of the Chapter and serves as the liaison between the local Chapter and AFP Global. The position will work closely with members of the Board of Directors to fulfill the Chapter’s mission including event management and promotion, marketing communications, financial management and reporting, and general governance and administrative tasks.

The Chapter Administrator position is a 1099 contracted position.

Duties

Financial Management and Reporting
In Collaboration with the Treasurer of the Board of Directors:

- Maintain Chapter financial records.
- Assist in preparation of the annual operating budget.
- Provide information to AFP-CNY’s Treasurer for preparation of annual tax return, annual audit, and IRS forms.
- Provide standard monthly and financial reports to AFP-CNY Treasurer in a timely manner.
- File annual Accord paperwork with the help of the Treasurer and President.
- Assist the Chapter Treasurer with monthly financial reporting using Quickbooks.

Event Management
In Collaboration with the Education, National Philanthropy Day, and Fundraising Day Chairs of the Board of Directors:
- Maintain a current schedule of events and programs for the year.
Create online event registration forms to include program information, speaker information, program cost, and other related registration information.

Manage event registrations, payments, and refunds.

Assist with hybrid event logistics including securing and managing venue contracts, requesting Certificate of Insurance, collecting and ordering meals, submitting for CFRE credits, etc.

Provide onsite event support as needed including setting up and managing check in and registration, creating signage, assisting with AV and technology, etc.

Assist with scheduling and hosting AFP educational webinars virtually via Zoom.

Provide and maintain event report analytics that show event date, location, attendee contact information, no-shows, speaking topics, registration fees, event expenses, etc.

Distribute post event surveys to attendees, collect results, and share with the appropriate Chair.

**Website/Technology**

- Coordinate development and distribution of all mass email communications in MailChimp in partnership with Board members and Chairs.
- Maintain email distribution list including adding new members.
- Review and update Chapter website content on a regular basis.
- Process job posting requests within 24-28 hours including updating on Chapter website and email communications.
- Assist with social media communications (Facebook and LinkedIn) and graphic design when requested.

**General Administrative Services**

- Process incoming and outgoing emails within 24 hours, and forward to appropriate Chair or AFP International when necessary.
- Maintain separate and orderly AFP-CNY physical files and digital files, which shall be confidential and remain the property of AFP-CNY.
- Maintain working supplies inventory and a stock of chapter letterhead, envelopes, business cards, stationary, brochures, etc.
- Handle routine communication with AFP International office and other Chapter Administrators, as needed.
- Assist with producing and submitting all annual paperwork required by the AFP International office.
- Attend AFP International and Chapter webinars, trainings, and conferences as needed.
Be aware of sponsorship relationships and ensure that they are appropriately recognized as outlined in the sponsorship opportunities package.
Generate and mail sponsorship thank you letters within 24-48 hours upon receipt of payment.
Document and maintain process and procedures files.

Membership Services
- Understand membership benefits for AFP (Chapter and International).
- Respond to all inquiries regarding membership or direct to appropriate volunteer.
- Provide reports on activities (new, renewed and lapsed) and demographic information of members and prospects, as requested.
- Review monthly membership reports from AFP International, and reconcile any discrepancies by contacting the member directly.
- Monitor and manage distribution of new, renewed, and lapsed member email messages, which contains information about how to utilize our Chapter website and other members-only benefits.
- Follow up with the membership committee on outstanding items.

General Governance
- Maintain a list of Board officers, chairs, contact information, roles, and terms.
- Maintain a list of Board meeting dates and times, as provided by the Board President, and type Board of Directors meeting minutes for approval by the President and disseminate minutes with required follow up.
- Prepare required reports and meeting materials for Board of Directors meetings in collaboration with the President.

Additional duties as assigned. Remote position with in-person expectations on occasion for events and board meetings - both currently hybrid. Availability to attend board meetings once a month is expected.

- Proficiency in MS Office - Excel, Word, specifically mail merges.
- Experience with Google Suite
- Experience with financial accounting/Quickbooks
- Experience with Mailchimp, graphic design (Canva), and social media
- Experience with Zoom
- Excellent communication skills.
- Exceptional administrative, organizational and prioritization skills and dedication to completing tasks in a timely manner.
- Ability to multi-task and complete projects with limited direction
- Non-profit experience is preferred, but not necessary.
Salary
Salary is commensurate with experience and will be between $18-$21 per hour for approximately 5-8 hours per week.

To Apply:
Submit an electronic cover letter, resume, and three references by email with subject “Chapter Administrator” to:

Myia Hill
AFP CNY, President
myia.knapp@gmail.com

Applications accepted on a rolling basis until the position is filled.