

PHILANTHROPY CHAIR

Job Description

Length of Term: 1 year

Average Time Commitment per Month: 10-12 hours

Overview: The Philanthropy Vice Chair is responsible for organizing and publicizing the local AFP OK! Campaign as well as coordinating the Scholarship Program supported by the campaign. This includes, but is not limited to, the following: communications regarding scholarship applications, securing a selection committee and awarding scholarships.

Responsibilities:

- Prepare and maintain timelines for the local AFP OK! Campaign and the Scholarship Program.
- Prepare a written progress report on the AFP OK! Campaign for all board of directors meetings (submit a written report when unable to attend.)
- Goal setting for current year's Campaign based upon previous year financials.
- Develop solicitation plan for AFP OK! Campaign
- Maintain giving records for AFP OK! Campaign.
- Secure a selection committee for the Scholarship Program.
- Ensure chapter treasury gift is approved and forwarded to AFP Foundation for AFP Global's Be the Cause Campaign
- Be an AFP member in good standing
- Endeavor to attend all chapter board of directors meetings and participate in all events.
- Transfer to successor all records upon resignation of office.