Chapter Administrator

ASSOCIATION OF FUNDRAISING PROFESSIONALS | CENTRAL PENNSYLVANIA CHAPTER

Position Overview

The Central Pennsylvania Chapter of the Association of Fundraising Professionals (AFP) is seeking a highly organized, proactive, and dependable Part-Time Chapter Administrator to support the day-to-day operations of the chapter. The Chapter Administrator works closely with the Chapter President, Treasurer, Board members, and committee chairs and serves as a point of contact for members and others interacting with the chapter.

This is a part-time, primarily remote position with a flexible schedule. Some weekday availability and attendance at Board meetings, educational programs, and the annual conference are required.

About AFP Central Pennsylvania

Founded in Harrisburg in 1980, the Association of Fundraising Professionals (AFP) Central Pennsylvania Chapter serves more than 200 fundraising professionals representing nonprofit organizations throughout the region. The chapter provides professional development, education, networking, and resources that strengthen fundraising professionals and advance philanthropy throughout Central Pennsylvania.

AFP empowers individuals and organizations to practice ethical fundraising through professional education, networking, research, and advocacy.

Reporting & Working Relationships

- Reports to the Chapter President.
- Works closely with the Chapter Treasurer, Board of Directors, committee chairs and co-chairs, AFP staff, chapter members, program participants, sponsors, and other stakeholders.

Key Responsibilities

Chapter Operations & Administration

- Manage routine administrative functions of the chapter and help ensure chapter activities remain organized, timely, and well coordinated.
- Maintain accurate chapter membership and contact information in coordination with AFP membership records and chapter nonmember/prospect lists.
- Monitor and respond to routine chapter email and inquiries.
- Maintain organized chapter records and files in partnership with the Chapter President.
- Assist chapter leadership with required AFP reporting, including annual Accord, Ten Star, and other chapter documentation.
- Maintain the chapter calendar and create calendar invitations, Zoom links, and other meeting logistics as needed.

- Provide administrative support to chapter leadership and committees while maintaining appropriate distinction between the Administrator's responsibilities and those of volunteer leaders.
- Attend and participate in meetings of the Board of Directors as a non-voting member.
- Maintain sensitive and confidential chapter information appropriately.
- Other duties as assigned.

Financial Administration

- The Chapter Administrator works in partnership with the Chapter Treasurer to:
    - Process chapter revenues and expenses and maintain accurate financial records in QuickBooks.
    - Organize monthly financial documentation and provide information needed by the Treasurer to prepare financial reports.
    - Coordinate invoicing and billing for sponsorships, job postings, programs, and other revenue-generating activities.
    - Process event registrations and payments and prepare deposits and supporting documentation.
    - Submit personal expense reports for reimbursement within the following month of incurring an expense.
- The Chapter Administrator does not have check-signing authority or final financial approval authority.

Programs & Events

- Coordinate administrative and logistical needs for chapter educational programs and events.
- Work with volunteer leaders to support venue arrangements, registration, communications, attendance tracking, materials, name tags, payments, and other event logistics.
- Attend chapter educational programs when needed and feasible.
- Provide administrative and logistical support for the chapter's annual conference, including attendance at the event.
- Maintain accurate program attendance records and participant information.

Communications & Marketing

- Maintain and update the chapter website with timely and accurate information.
- Create and distribute the chapter's monthly electronic newsletter.
- Create registration forms and links using designated platforms.
- Support routine chapter communications to members, prospective members, sponsors, and program participants.
- Manage chapter job postings from start to finish, including receiving submissions, posting opportunities to the chapter website, communicating new postings to members, and coordinating billing and payment.
- Assist with basic graphic design and promotional materials using Canva or similar tools.
- Ensure chapter communications are professional, accurate, consistent, and timely.

Qualifications

- At least two years of relevant experience in administration, association management, nonprofit operations, event coordination, communications, or a related field. Equivalent combinations of education and professional experience will be considered.
- Strong organizational skills, attention to detail, and ability to manage multiple priorities and deadlines independently.
- Excellent written and verbal communication, customer service, and interpersonal skills.
- Strong proficiency with Microsoft Office and Google Workspace, including Google Drive, and comfort learning and using web-based technology platforms.
- Ability to work effectively with volunteer leaders and maintain positive professional relationships.
- Ability to appropriately handle confidential and sensitive information.
- Reliable availability for required meetings and events.
- **Preferred:** Experience with Constant Contact, QuickBooks, QGiv or similar registration/payment platforms, Canva, website content management systems, membership or association databases, or nonprofit/professional association operations.

Compensation & Schedule

- **Compensation:** $1,000 per month
- **Anticipated Hours:** Approximately 32-40 hours per month
- The position is primarily remote and offers flexibility in when work is completed. Some weekday availability is required for chapter business, meetings, and communications, along with attendance at select in-person chapter programs and events.
- Because chapter activities vary throughout the year, weekly hours may fluctuate based on programs, events, reporting deadlines, and other chapter needs.

How to Apply

Interested candidates should submit a resume to:

Tristin Milazzo
Chapter President
tristin.milazzo@gmail.com

Application Deadline: October 1, 2026