

Dietitians in Business & Communications (DPG-32) Position Description

TITLE:	ACADEMY FOUNDATION FUNDRAISING LIAISON
TERM:	One (1) year term position with opportunity to be reappointed
PURPOSE:	Manages the Academy Foundation fundraising efforts of DBC
REPORTS TO:	Chair and Chair Elect,
COMMUNICATES WITH:	Leadership Team
REPORT FREQUENCY:	Monthly and Annual Report

RESPONSIBILITIES

1. Utilizing the Academy Foundation's Campaign, develop, oversee, and implement a strategy for DBC's Leadership Team and Membership to support this cause. A dollar-for-dollar match may be available, see DBC budget for specifics.
2. In coordination with MarComm and Grants & Awards teams, ensure timing of the ask for funds is appropriate based on the overall activities of DBC.
3. Evaluate and acquire necessary program resources.
4. Establish program metrics and KPIs; responsible for meeting / exceeding annual goals.
5. Keep records of all expenses incurred in the performance of responsibilities and submit expense reports to the Treasurer in accordance with fiscal policy and procedure.
6. Review and propose updates to the job description and work plan timeline annually, maintain files in Basecamp, and assist in training successors.
7. Participate in DBC Leadership Team Meetings.
8. Complete Leadership Team Survey annually.
9. Complete other duties to support the needs of DBC and the work of the Leadership Team as needed.