



Chapter Administrator

Request for Proposals

Organization Overview

Association of Fundraising Professionals (AFP) Greater Madison Chapter is a thriving chapter serving more than 200 members and hundreds of additional people each year with a passion for philanthropy. Guided by an active board of fundraising professionals and community members, our chapter has more than 30 years of experience offering innovative educational programs that encourage ethical and effective fundraising practices for professional and volunteer fundraisers. With our community, we celebrate giving in south-central Wisconsin.

To learn more about the organization, please visit afpmadison.org.

General Overview

AFP Greater Madison is seeking to contract with an individual or company to provide chapter administration services to support our board of directors, members, and community. Chapter administrative services focus on communications, customer service, event management, financial coordination, and board/committee volunteer support.

Meaningful administrative support for our chapter will help us engage and grow our membership, expand program attendance through creative communications, and positively influence the fundraising profession. The chapter administrator needs to be a self-starter who can prioritize projects to manage the workload of this position. AFP Greater Madison hosts a wide variety of monthly educational and networking programs in multiple formats. We rely on our administrative support to be the central communications hub, supporting the work of many volunteers to execute programs with impact. Most of all, we need a team player and partner in our efforts with an outgoing personality and a drive to help AFP Greater Madison succeed.

This is a contracted position; the chapter administrator will not be an employee of the organization.

Responsibilities

Below is a list of general responsibilities related to this position. The expectation for this work is that the contractor continues to keep projects moving forward in a timely and professional manner. There will be

times when the chapter administrator is asked to represent the chapter and is expected to do so in a professional capacity.

Customer Service

- Professionally represent the chapter in all correspondence. Treat all members, non-members, and community respectfully.
- Ability to seek answers and clearly articulate messages as you respond to email, mail, and phone messages on a regular basis.
- Act in confidence with sensitive matters brought forth through communications with members and the community. Share information with the board as needed.

Communications

- Manage Constant Contact system to ensure members and non-members are receiving accurate communications with overall strategies driven by the board and committees.
- Manage and monitor event registration through Constant Contact for all events. This includes creating email communications to encourage attendance at events and sending follow-up surveys to solicit feedback from event attendees using Survey Monkey.
- Manage and prepare print mailing lists using historical and research data.
- Work collaboratively with board and committee members to ensure all communication is accurate, timely, and utilizes a comprehensive messaging strategy that supports chapter growth and retention.
- Update website content regularly with relevant information on programs and chapter services. The chapter website is the hub of information for members and non-members. Site information should accurately reflect educational resources, events, job board notices, and leadership priorities.
- Work directly with the Communications Committee on assembling content for the monthly email newsletter.
- Gather information from AFP International, board members, committee members, and the local community to post regularly on social media channels with a focus on LinkedIn and Facebook.

Event management

- Attend chapter events as an organization representative when attendance will be 20 attendees or more. Prepare roster, nametags, and marketing materials for check-in and check-out at these events. Act as chapter liaison for all logistics during the event.
- Leading up to all events, reserve venues and work with venue staff to coordinate food choices, layout, A/V, and logistics. Create and monitor registration for events and communicate with appropriate program leaders as needed. Coordinate supporting volunteers as needed for events.
- This is a general representation of duties at chapter events. Events responsibilities will vary depending on size, location, venue, and committee.

Financial management

- Track accounts receivable and accounts payable throughout the month using Excel. Prepare invoices and reminders for all outstanding payments.
- In collaboration with the treasurer, monitor accounts payable and continue to send reminders as deemed necessary.

- Prepare a deposit report and hand off deposit reports with received checks and cash to treasurer monthly.
- Process credit card receipts and generate PayPal reports for treasurer.
- Safely and securely pick up and process mail and checks.

Board and Committee Support

- Attendance at the majority of Board meetings throughout the year (occur every other month, 3rd Friday from 8:00 - 9:30 am)
- Maintain chapter cloud drive by organizing folders and files. Give access to board and committee members as needed. Support the chapter by monitoring these files to ensure the history of activities is documented.
- In consultation with board officers, provide related administrative support to a diverse array of chapter committees, which include Communications, Diversity, Fundraising Day Wisconsin, Membership, National Philanthropy Day, Professional Development Program, Scholarship, and Young Professionals/Youth in Philanthropy.
- Attend committee meetings as requested. Due to the involvement of the chapter administrator at major event functions, we anticipate attendance at these committee meetings on a regular basis.

Skills/Experience

The chapter is seeking a professional who has the skills to handle an array of projects to support the growth of the organization and its strategic initiatives. Skills in the following areas are needed:

- Communications/marketing as it relates to online tools and engagement
- Knowledge of Constant Contact, PayPal, Drupal, and other standard Office programs
- Basic accounting concepts
- Event management experience
- Knowledge and understanding of the nonprofit sector is advantageous, but not required
- Ability to work with different personalities and manage relationships
- High-level of problem-solving skills to complete jobs on their own

Schedule/Compensation

Compensation and payments will be negotiated through a contract on an annual basis.

The contractor is responsible for managing their time to accomplish the work outlined by the Board of Directors. The chapter projects that this contractor will spend, on average, less than 20 hours a week with the understanding that duties fluctuate with each project area throughout the year.

The contractor is responsible for providing supplies needed to accomplish the work as outlined.

This is a contracted position; the chapter administrator will not be an employee of the organization. No benefits, mileage or additional compensation will be paid to the contractor outside of the contracted amount.

Application Process/Deadline

To apply for this position, please submit your proposal or application materials to admin@madisonafp.com by February 21, 2019.