



PHILANTHROPY CHAIR

Job Description

The Oklahoma Chapter of the Association of Fundraising Professionals position responsible for the Every Member Campaign and will be expected to fulfill the following duties.

Role of the Philanthropy Chair:

- Be an AFP member in good standing
- Endeavor to attend all chapter board of directors meetings and participate in all events.
- Recruit committee chairpersons and/or oversee the following committees: Every Member Campaign. (Committees should contain no less than two additional members.)
- Prepare and maintain timelines for the Every Member Campaign.
- Prepare a written progress report on the Every Member 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 Every Member Campaign.
- Report results of EMC to AFP service office
- Assist with preparation of annual budget
- Maintain giving records for Every Member Campaign
- Ensure chapter treasury gift is approved and forwarded to AFP Foundation for Every Member Campaign
- Serve as liaison between local chapter and AFP Foundation and maintain relationship with Foundation staff concerning materials, pledge reminders, etc.
- Transfer to successor all records upon resignation of office.
- Make a personal financial commitment to the AFP Foundation through the Every Member Campaign.

Developed: July 14, 2005

Revised: December 15, 2010

Approved: