



**Association of Fundraising Professionals, Southern Arizona Chapter**

**Job Title:** Chapter Administrator  
**Offered:** TBD  
**Hours:** 10-15 hrs/week  
**Compensation:** \$25 - \$34/hr DOE  
**Reports to:** AFP-SAC Board of Directors

**About the Organization:**

**The Association of Fundraising Professionals, Southern Arizona Chapter (AFP-SAC)** is the professional association of individuals and organizations that generate philanthropic support for a wide variety of charitable institutions. Founded globally in 1960, our international parent organization advances philanthropy through its 31,000 members in more than 240 chapters throughout the world.

Our local chapter includes members from Tucson, Southern Arizona and across the Southwest. We have a little less than 100 members, some of whom have been fundraising for decades and some of whom are new to the field. We pride ourselves on being an extremely welcoming chapter and make every effort to integrate new members into our family.

Our programs include seminars, networking events, and a host of other opportunities to learn and share fundraising expertise at the local level. We promote our core values of ethics & trust, professional preparation, advancing philanthropy, inclusivity, partnership & collaboration, and creativity & innovation.

**The Importance of Inclusion, Diversity, Equity, & Access**

We define diversity as our commitment to celebrate our members, volunteers, officers, directors, agents, contractors, and others with whom we interact, regardless of age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, race, religion, sexual orientation, veteran status, and other characteristics that make them unique.

We are committed to diversity as an ongoing proactive process in its governance, chapters, committees, membership, programs and activities; to achieve a broad representation of experiences, perspectives, and cultures to ensure that the best possible thinking, ideas, opportunities and solutions are considered; to intentionally create a respectful and welcoming environment that is open to all; and which appreciates the unique contributions of every member of the community.

We take steps to actively promote, foster, cultivate, and preserve a culture of diversity, inclusion, fairness, and equality in employment within the development profession and within the nonprofit community as a whole, in order to ensure that the best possible thinking, ideas, opportunities and solutions are considered; to intentionally create a respectful and welcoming environment that is open to all; and which appreciates the unique contributions of every member of the community.

**Job Description:**

The chapter administrator serves an important role facilitating the work of the board and its committees. We are an active, multi-faceted, and ever-changing organization that seeks to engage our members and our community to promote positive change in our community. The chapter administrator aids in these pursuits by attending AFP-SAC events and board meetings, serving as the chapter historian, executing all financial activities, and promoting the organization through various internal and external channels. A successful candidate will be an adept bookkeeper, secretary and communications specialist with event production experience.

**New administrator will be trained and onboarded by current and past board members on all systems, procedures, and processes.**

**Qualifications:**

- Highly adaptable
- Skilled in Google Suite including Docs, Sheets, Drive, Gmail, Calendar, YouTube, etc.
- Experience with Wordpress
- Experience with digital communications platforms like Constant Contact or MailChimp
- Cash-basis Bookkeeping experience (Quickbooks or similar software preferred)
- Database experience

**Essential Duties and Responsibilities may include:**

## **Administration**

- Attend/participate in monthly board meetings
- Maintain files and records and store historic files and records as needed.
- Act as agent of AFP-SAC and its officers in the course of business directed by the board.
- Maintain database of information about AFP-SAC members
- Send routine electronic communication to members
- Update the AFP-SAC website on a regular basis as directed by AFP-SAC board
- Act as liaison between the chapter office and international headquarters. Ensure that all reports required by headquarters are delivered on deadline, based on timeline and content provided by chapter leadership
- Maintain social media accounts (Facebook, LinkedIn, YouTube, etc.) with content provided by board members
- Field questions/inquiries from members and the community
- Provide prompt acknowledgement letters for all charitable donations, using a template approved by the board of directors

## **Programming/Events**

- Process monthly meeting registrations, and staff registration table at events
- Coordinate meeting rooms setup, food & beverage and audio-visual needs.
- Post events on website/send announcement/maintain RSVP lists for up to four social events annually.
- Provide information and database/assistance for sponsorships, including processing sponsorships, preparation of receipts, reconciliation with membership and registration data, charting of benefit use, and distribution of sponsorship solicitations designed by AFP-SAC
- Provide similar administrative support for both the annual National Philanthropy Day luncheon (~700+ attendees) and tri-annual Statewide Conference (when it is held in Southern Arizona)

## **Financial/Fiscal Responsibilities**

- Carry out traditional cash-basis bookkeeping
- Invoice/Collect/Deposit funds
- Disburse approved funds
- Prepare cash-basis categorized income/expense, budget comparison and account balance statements for review by the AFP-SAC Treasurer on a monthly basis
- Assist AFP-SAC Treasurer and Board President in the preparation of annual budgets
- Provide information, but not analysis or computations, to the AFP-SAC accounting firm for filing of tax return
- Process payments (check, PayPal/credit card, cash) for monthly meetings, special events and sponsorships

## **Other Considerations:**

- Knowledge of the fundraising community and its activities

- A successful candidate must be responsible, ethical and enthusiastically committed to the mission of AFP-SAC.
- They should possess a positive attitude and represent AFP-SAC professionally in the community.

**To apply, please submit a cover letter and résumé to Valerie Sipp at [valerie.sipp@gmail.com](mailto:valerie.sipp@gmail.com).**