



Request for Proposals (RFP): Chapter Administrator Services

Association of Fundraising Professionals Southern Arizona Chapter

1. Introduction and Background

The Association of Fundraising Professionals Southern Arizona Chapter (AFP Southern Arizona) represents over 100 fundraising professionals and nonprofit leaders across Tucson and the broader Southern Arizona region. Our mission is to advance philanthropy by enabling members and the nonprofit community to practice ethical and effective fundraising.

AFP Southern Arizona seeks proposals from qualified independent contractors, administrative consultants, or management firms to provide comprehensive **Chapter Administrator Services**. The selected contractor will act as the operational backbone of the chapter, supporting the volunteer Board of Directors in member communications, event logistics, record-keeping, bill paying, and general day-to-day management.

AFP Southern Arizona's key activities are educational breakfast meetings held on the second Friday of each month from 8-9:30 AM, an annual National Philanthropy Day luncheon in November, and periodic statewide conferences.

AFP Southern Arizona works in a remote office environment using Google tools. The chapter currently engages a professional bookkeeper/tax preparer and a web developer to maintain functionality and integrity of the website. These services could potentially be rolled into the Chapter Administration Services in the future but are not currently part of the proposed scope of work.

Visit <https://afpsoaz.org/> to learn more.

2. Scope of Work

The Chapter Administrator will provide services in the Tucson area with physical presence for monthly educational meetings, key board meetings, and signature events. Major responsibilities include:

A. Governance & Board Support

- Maintain official chapter records, files, and governing documents.

- Attend monthly Board of Directors meetings (primarily virtual with occasional in-person meetings or retreats) and distribute board packets.
- Assist the chapter president and board development committee with board orientation materials and annual calendar tracking.
- Assist with compliance tracking and reporting, including AFP Global Chapter Accord requirements and Arizona Corporation Commission reporting.

B. General Administration & Finance

- Manage passwords, logins, renewals and make recommendations related to tools, platforms, accounts, and subscriptions used by the chapter.
- Manage and store chapter supplies and equipment (minimal - name tags, gifts for monthly meeting speakers, step-and-repeat, etc.)
- Pick up mail from chapter P.O. box on a weekly basis and respond or forward.
- Ensure timely payment of chapter bills.
- Invoice and follow up on unpaid event registrations.
- Process electronic, check, and mailed or phoned-in registrations and payments.

C. Membership Management

- Serve as the primary liaison between AFP Global and the local chapter regarding membership rosters, new members, and renewals.
- Pull monthly membership and data reports from AFP Global systems and distribute to the membership chair.
- Welcome new members with onboarding communications and connect them with membership committee chairs.
- Maintain, update, and assure good data hygiene for local chapter distribution lists and databases.

D. Communications & Marketing

- Manage chapter email accounts (info@afpsoaz.org) and respond to or forward general inquiries in a timely manner (within 2 business days).
- Provide a phone number (not a separate line) to be used for chapter inquiries Monday – Friday, 9 AM – 5 PM and respond to calls and forward messages as appropriate. (Chapter receives a very low volume of calls – this is primarily used by business vendors.)
- Manage sending of regular member newsletters, event announcements, and updates in collaboration with the communications chair.
- Update and maintain chapter website content and forms (event calendars, job boards, board directories, resource pages, etc.).
- Coordinate with web developer to identify needed changes and ensure smooth continued operation of website.

E. Event Coordination & Administration

- Support logistics including catering, venue communications, A/V and room set-up for monthly educational/networking breakfasts and professional development sessions.
- Manage event registration, payments, name tags, and attendee lists.
- Provide core administrative support for signature events, including committee support, invoicing, sponsor communications and benefits, and onsite event logistics, registration, and support as requested by event chairs. At this time, signature events include the annual National Philanthropy Day celebration in November and periodic statewide conferences, which AFP Southern Arizona will next host in July 2027 and likely in July 2030.

3. Anticipated Time Commitment

- **Estimated Hours:** Average of **20 to 30 hours per month**, with fluctuations for preparation and implementation of National Philanthropy Day and Statewide Conference.
- **Term:** 1-year renewable contract, subject to annual performance review by the AFP Southern Arizona Executive Committee.

4. Proposal Requirements

Interested parties must submit a proposal containing the following elements:

1. **Cover Letter & Executive Summary:** Introduction of the individual or firm, summarizing qualifications and interest in supporting the Southern Arizona nonprofit and philanthropic community.
2. **Organizational/Individual Profile:** Background, relevant experience in nonprofit administration, association management, and/or support services.
3. **Proposed Scope Execution:** A brief narrative detailing how you will manage the outlined duties and communicate with a working volunteer board. Include whether and how the applicant could provide bookkeeping or web development services in the future.
4. **Fee Structure:** Proposed monthly retainer fee or hourly rate, clearly indicating what is included and any additional costs for hours beyond the base rate, special events and other specialized tasks.
5. **Insurance & Bonds:** Description of professional, liability, and other insurances or bonds carried by the applicant and recommended for the chapter to ensure adequate mutual coverage.
6. **References:** Names and contact information for at least two professional references (nonprofit associations or volunteer boards preferred).

5. Selection Timeline

- **RFP Issuance:** October 1, 2026
- **Deadline for Questions:** October 9, 2026 (Submit via email to lanea@do-good-better.com)

- **Proposal Submission Deadline:** October 16, 2026 (5:00 PM MST)
- **Interviews with Finalists:** Late October 2026
- **Contract Award Announcement:** Early November 2026
- **Contract Start Date:** December 1, 2026

6. Submission Instructions

Please email your completed proposal as a single PDF document to **AFP Southern Arizona** at ana@do-good-better.com with the subject line: *Chapter Administrator Proposal – [Your Name/Company]*.