

Affiliate Volunteer Foundation Fund Raising Champion Position Description



Position Description

The Foundation Fund Raising Champion will serve a leadership role at the affiliate level and be responsible for creating awareness and visibility for the Academy Foundation and for fundraising at the Affiliate level for the Academy Foundation Annual Fund and other Foundation programs or initiatives. The Academy Foundation staff and its Foundation Manager will work directly with volunteers serving in this role, providing support and resources (sample appeals, newsletter articles, social media postings, content and local impact data) to continually deliver new messages, fund raising ideas and opportunities to get involved.

Position Responsibilities

- Serve as the point person for receiving communication and resources from the Academy Foundation.
- Educate the affiliate about the Academy Foundation vision and goals, ways to get involved and need for dollars through the resources provided by the Foundation.
- Work within the affiliate to ensure ongoing communication is distributed to members about the Foundation via the group's media channels, including but not limited to email, newsletter content, website content, social media in an effort to create awareness and involvement.
- Highlight affiliate members who have been involved or benefited from Foundation programs
- Encourage participation and involvement in Foundation activities (scholarships/awards/mini-grants/toolkits) with all levels of membership (students, young professionals, active and retired members)
- Raise money for the Foundation directly through special events and indirectly through messaging to donate during membership renewal or online. Encourage affiliates to budget for and contribute to the Foundation annually, providing matching funds or challenges for individual member gifts.
- Provide brief quarterly reports on communications and fund raising efforts to the Foundation

Overview of Position

- One year term length suggestion (June 1 to May 31)
- 3-5 hours per month to coordinate communication, interact with Academy staff and respond to inquiries.
- Affiliate leaders should email dpgmigrelations@eatright.org with the name and member ID number for the individual assigned to this role.

- All questions about the Foundation Fund Raising Champion position can be directed to Paul Slomski, Foundation Manager, (312) 899-1746, pslomski@eatright.org, who will manage and be the point of contact for this position at the Academy.

Characteristics of a good Foundation Fund Raising Champion could include:

- Active participant in affiliate events
- Past scholarship or award recipient of the Foundation
- Current donor
- Excellent writing skills or affinity to write
- Active on social media