**AFP-NNE Job Description: Chapter Administrator**

*Date of Listing: March 17, 2020*

The Association of Fundraising Professionals Northern New England Chapter (AFP-NNE) seeks a part-time chapter administrator for this all-volunteer organization. The Chapter represents nearly 200 professionals in the development field, serving Vermont, New Hampshire and Maine. Part of an international organization that has more than 34,000 members worldwide, AFP-NNE carries out professional development and networking programs throughout the three states. Two conferences per year are held, carried out by outside management firms working with the administrator and volunteers.

As the primary point of contact for the chapter, the Administrator is expected to respond quickly and cheerfully to communications or inquiries by members and others interested in engaging with AFP-NNE. The Administrator will carry out most of the duties assigned remotely, and with the exception of specific events at which attendance is required, will determine when and how the work is carried out. S/he must have access to a computer, phone and the internet, and be able and willing to travel to bi-monthly board meetings in a central location. The Administrator reports to the President of the AFP-NNE Board. The position is expected to average 10-15 hours per week, although this may vary depending on the time of year.

**Duties**

The following highlights represent the scope of work to be undertaken by the Administrator. A more detailed list of tasks will be shared with final candidates for the position.

**Administrative:**

- Serve as virtual chapter headquarters for AFP-NNE, including interfacing with AFP Global, managing postal address, telephone coverage, management of general chapter e-mail, and the timely routing of communications in any medium to appropriate board member or chapter volunteer.
- Ensure completion of all paperwork needed by the chapter and maintain appropriate lists and other documents, including cloud-based storage, a task calendar and other resources.
- Interface with board and committee volunteers and ensure that they have sufficient support to carry out their work; occasionally take minutes of board or executive committee meetings.
- Carry out logistical support for board meetings, committee meetings and other chapter events as needed.
- Take point on implementing a new chapter administration software suite, StarChapter, which will integrate the database, emails, website, event registration and other functions.
- Manage position-posting process, including review of submissions, formatting of copy for website, payment processing, and follow-up communication with advertisers as needed.
- Carry out data input for database of current chapter members, potential members, volunteers, sponsors, vendors, exhibitors, mentors/mentees, scholarship recipients and everyone who attends events or conferences; conduct ongoing research as needed to ensure data is up-to-date.
- Jointly develop (with chapter leadership) a list of potential sponsors and assist the board in soliciting these sponsors for the conferences or other opportunities.
Financial:

- Interface with Treasurer and bookkeeper to ensure accuracy of financial information, to ensure that monthly financial reports and a budget are produced, that program-specific reports are completed and that reports due to AFP Global are carried out and accurate
- Oversee management of checking and investment accounts and process financial receipts and expenditures (memberships are processed directly by AFP Global)

Marketing & Member Relations:

- Format and publish quarterly e-newsletters and produce a range of membership letters and materials, using content and a plan provided by volunteers
- Ensure appropriate and differentiated event promotion for chapter-wide, regional and local events, in conjunction with professional development and marketing committees, and with designated regional council volunteers
- Maintain chapter website; coordinate with key chapter leaders for content updates and support social media efforts
- Assist chapter members and others interested in membership with the process for signing up for their memberships, attending events or any other tasks required to ensure that members feel supported by AFP-NNE and that the greatest number of people know about, value and engage with AFP-NNE

Skills & Attributes

The Administrator must be comfortable engaging with people in person and through email, phone and social media. S/he must be detail-oriented, self-motivated and very well organized, and needs to be quite comfortable taking initiative and seeking guidance when needed. The Administrator must be experienced in the use of Word and Excel. It would also be very helpful if the administrator has used database software. Additionally, familiarity with Quickbooks Online, financial reporting and some understanding of non-profit organizations would be helpful, although not required. A minimum of two years of office administrative support or similar experience is desired.

This position requires a balance of people skills & administrative abilities. A sense of humor and a willingness to help others make things happen will help the Administrator successfully work with an all-volunteer organization. The board & other volunteers are exceptionally supportive, and eagerly seek the right candidate to help them support the profession of fundraising in northern New England.

Finally, as AFP Global and AFP-NNE are committed to equity, diversity and the ethical treatment of all, candidates of all backgrounds, persuasions and perspectives are welcome. AFP-NNE is an equal-opportunity employer. For more information about AFP-NNE, please see our website, http://www.afp-nne.org/.

Compensation

This position is a contract position. The Administrator’s contractual income will be based upon experience, skills and the time required to carry out the work. We expect it to take, on average, approximately 10-15 hours per week. Expenses to be covered shall be negotiated upon hiring, but will include travel to and from required events and meetings and similar types of expenses.

Process

Candidates should submit a cover letter and resume addressed to Maryann LaCroix Lindberg, CFRE, President of AFP-NNE, at mlindberg@afp-nne.org as soon as possible. Applications will be accepted on a rolling basis, with candidate reviews and interviews beginning April 1, 2020. Our hope is to fill the position as soon as possible thereafter.