



### **Fundraising Events Committee Chair**

*The Fundraising Events Committee Chair is responsible, with appropriate NACA Office staff, for facilitating and administering fundraising events for the NACA Foundation.*

**Key Competencies:** Supervising, Fiscal Management, Event Support

#### **Specific Responsibilities:**

- Promotes financial giving to the NACA Foundation.
- Coordinates fundraising events outside of NACA conferences or regional events, including, but not limited to, fundraising events during NACA® Live.
- Supervises efforts of committee general members and regional Foundation Fundraising Coordinators.
- In conjunction with the NACA Office and team members:
  - Prepares and facilitates Foundation Fundraising coordinator training.
  - Maintains documentation and records of all fundraising progress, generate reports, and project data-based recommendations for future fundraising initiatives.
- Facilitates regular calls with general members, NACA Office, and regional Foundation Coordinators.
- Additional responsibilities as assigned and agreed upon with office staff liaison.

#### **Qualifications:**

- ⊘ Minimum of two years' involvement in student affairs, campus activities, or NACA.
- ⊘ Attends volunteer meetings via Zoom and attends NACA programs whenever possible.
- ⊘ Part-time (50%) or full-time employment by a NACA member institution.
- ⊘ Volunteers are encouraged to speak with a supervisor about professional opportunities presented by volunteering with NACA, such as professional and personal growth, and possible financial support.
- ⊘ If the volunteer changes jobs during the position's term, NACA office staff must be informed of this change within two weeks.
  - ⊘ If the new institution is not a member, they must join as a member within 30 days of hiring.

#### **Association Support:**

- ⊘ Access to NACA Google Drives
- ⊘ Office Liaison: Event & Membership Services Coordinator

#### **Term of Service:** Two-year term, May 1 – April 30

- ⊘ Approximately four hours a month, including meetings and independent planning/organization.
  - ⊘ *Time commitment is flexible and often dependent upon team projects and initiatives.*
- ⊘ Term may be extended at the discretion of the Chair of the Foundation Board.

#### **Competencies:**

- ⊘ Training
- ⊘ Fiscal Management
- ⊘ Strategic Planning
- ⊘ Volunteer & Staff Management
- ⊘ Supervising



€ Event Support