

AFP PROFESSIONAL CHAPTER COLLEGIATE TOOLKIT
Job Description
Professional Advisor for Collegiate Chapter

JOB TITLE: Association of Fundraising Professionals (AFP) Collegiate Chapter Professional Advisor

POSITION REQUIREMENTS

The Professional Advisor has at least three years of professional fundraising experience and serves on the local AFP Chapter Board of Directors as the Collegiate Chapter Liaison.

ROLES AND RESPONSIBILITIES

The Professional Advisor serves as the Professional Chapter's liaison to the University Collegiate Chapter. The Advisor is responsible for the following relationship with the Collegiate Chapter:

- Locates speakers who are also professionals that can present at monthly meetings and workshops.
- Commits to attend as many meetings of the Collegiate Chapter as possible.
- Works to secure the support of the local Professional Chapter, financial or otherwise.
- Serves as a mentor.
- Helps promote and encourage incoming and current student members to utilize benefits of AFP membership.
- Approves applications for the AFP Collegiate Fundraising Certificate Program.
- Writes letters of recommendation for students applying for jobs in the nonprofit field or other fields.
- Does not have a vote in Collegiate Chapter business, but can advise.
- If applicable, helps to promote Collegiate Chapter initiatives between the University and the local sponsoring AFP Chapter Board of Directors.

COORDINATES PROFESSIONAL CHAPTER RESPONSIBILITIES

- Host students and Faculty Advisor at monthly professional chapter meetings.
- Works with AFP Chapter member professionals to arrange for internships and volunteer opportunities for students.

DESIRED CHARACTERISTICS

- Recognized as an active leader within the Professional Chapter.
- Maintains significant contacts and relationships with other professionals in the field.
- Had success raising funds for nonprofit organizations.