



AFP Foundation for Philanthropy
Foundation Development Chair Job Description
(Position also known as BE the CAUSE Campaign Chair)

The Foundation Development Chair (FDC) serves as liaison between the chapter and the AFP Foundation for Philanthropy. The primary role is to educate, cultivate, solicit and steward individual donors for the cooperative foundation/chapter annual campaign.

1. Cooperative Foundation/Chapter Annual Campaign – Individual Fundraising Program
 - a. Recruit members to serve on your chapter’s BE the CAUSE Campaign committee;
 - b. Provide appropriate acknowledgment and recognition of donors at the chapter level;
 - c. Communicate the value of the campaign, helping others to understand how it supports the chapter’s education and professional development agenda;
 - d. Educate fellow chapter leaders and members about the activities of the AFP Foundation for Philanthropy; and
 - e. Coordinate the chapter's BE the CAUSE Campaign
 - i. Participate in establishing the chapter’s cooperative campaign goal and motivate individual members to increase the chapter’s participation in the campaign;
 - ii. Encourage chapter board members to support the campaign and achieve 100% board participation;
 - iii. Report to the chapter president, board of directors and members regularly on the committee’s activities and progress toward annual campaign goals; and
 - iv. Check donor reports for accuracy and resolve discrepancies with AFP Foundation for Philanthropy staff.
 - v. Frequently use chapter toolkit materials provided at afpfoundation.org/toolkit
2. Make a personally meaningful gift to the BE the CAUSE campaign.
 - a. Consider participating in the Foundation’s monthly giving program (Alpha Society)
3. Tell Us Your Stories – How Is Your Chapter Fulfilling Its Mission
 - a. Submit a brief description of the people and/or organizations served by key chapter programs that represent shared, organizational strategic priorities;
 - i. Sample programs may include ones that promote diversity and inclusion, serve young professionals or advance ethical and effective fundraising; and
 - ii. Ensure that at least one person served by this program is highlighted, including photos, captions and a quote.
4. Additional duties include, but are not limited to:
 - a. Maintaining active interaction with AFP Foundation staff to provide support to the chapter and ensure continuity;
 - b. Sharing fundraising approaches and strategies that may serve as models for other chapters;
 - c. Contributing relevant messaging to the cooperative campaign’s case for support; and
 - d. Turning over to the successor all chapter records and information immediately upon completion of term or resignation.
 - e. Utilizing the website and resources provided at afpfoundation.org/bethecause