



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: 13 months, May 1 – May 31 of the following year.

- Reappointment for a second year may be offered based on mutual interest.
- 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