



Foundation Fundraising Coordinator

The Foundation Fundraising Coordinator develops, plans, and implements initiatives designed to raise money for the NACA® Foundation within the region.

Specific Responsibilities:

- In conjunction with the Fundraising Events Committee and NACA Office, develops, plans, and implements regional fundraising initiatives.
- Ensures that all financial transactions are completed with adherence to NACA accounting procedures.
- Communicates results of regional fundraisers to the Fundraising Events Committee and NACA Office.
- Strongly encouraged to submit at least one educational program proposal for the conference.
- Assures that the Association's Mission and Vision are reflected in the attendee experience by helping create an inclusive, hospitable environment where all attendees feel welcome and connected. This includes attending all conference events and meetings to set the tone for attendee engagement.
- Attends all regularly scheduled regional meetings and conference calls.
- Additional responsibilities as assigned and agreed upon with volunteer supervisor and/or NACA office staff liaison.

Qualifications/Expectations:

- Supports NACA programs through attendance whenever possible.
- Attends conference.
- Graduate student at or part-time (50%) or full-time employment by a NACA member institution.
- Must have approval from and support of their institution (note: support is defined as financial as well as time out of the office, etc.).
- If the volunteer changes jobs during the position's term, the new school must also be a NACA member and provide a statement of support. The NACA Volunteer Development Manager must be informed of this change within two weeks and the new letter of support must be received at the NACA Office within 30 days of selection. If not a member school, the school must join as a member within 30 days of transition.

Association Support:

- NACA Connect
- Zoom
- NACA Google Drives

Term of Service/Time Commitment:

- April 1 – January 31

Supervision Received:

- Events Team Lead

Supervision Exercised:

- N/A

NACA Staff Liaison:

- Event & Membership Services Coordinator

Competencies:

- Relationship Development
- Professional Development
- Fiscal Management
- Event Support