

Volunteer Position Description: Advancement Advisory Team Member



Purpose: The Advancement Advisory Team efforts focus on the growth of sustainable, long-term financial resources for the Society. Advancement strategies include annual and special fundraising campaigns, long-term giving, planned giving (e.g., trust, estates, and bequests), and soliciting corporate and external foundation support, as well as an ongoing focus on unrestricted, budget-relieving dollars.

Reports to: Director of Advancement & Communications

Length of Commitment: 2 years (July 1, 2018 through June 30, 2020)

Meetings: 1 conference call per month, 1 in-person meeting at Convocation 2018, and 1 in-person meeting at Convocation 2019

Expectations: To participate in conference calls and work on identified tasks support the Society's advancement efforts as well as contribute annually to the Society's growth with a minimum \$100 donation.

Desired Qualifications and Attributes:

- Fundraising, grant-writing, and program review (such as scholarships) experience.
- Demonstrated energy and enthusiasm for KDP programs as well as a commitment to the goals and objectives of the Society.

Key Responsibilities:

- Support Advancement Team (consisting of 2 individuals) at HQ in development and review of fundraising campaigns, planned giving program revisions, and relationship-building efforts that align with the strategic plan, fit within the mission of the Society, attract public or private support, and address budget priorities.
- Assist in the planning of fundraising efforts for Convocation 2018 and 2019, including soliciting raffle items on behalf of the Society as well as volunteer at least one shift at the fundraising booth at each conference.
- Identify potential partnerships for KDP to explore, including sponsors and exhibitors for Convocation 2018 and 2019.
- Research, in conjunction with KDP's Development Coordinator, potential external grant opportunities as well as assist, if possible, with grant writing.
- Assist in the identification, cultivation, and solicitation of members and nonmembers to financially support the Society, including possible major donors (\$10,000+).
- Serve as an ambassador for KDP programs and share the need for funding at the direction of the Executive Council and KDP staff.

Contact the Staff Liaison only if you have specific questions about the position.

Staff Liaison: Chris Beaman, Director of Advancement & Communications

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