



## **Fundraising Coordinator AFLV West**

The following is an outline of responsibilities to be completed by the Fundraising Coordinator at AFLV West, including the National Cultural Greek Leadership Conference. This position reports directly to AFLV staff.

### **RESPONSIBILITIES**

- Solicit and secure donations from vendors, local attractions, exhibitors, sponsors, national organizations, attendees etc.
- Coordinate the on-site management and execution of the Silent Auction.
- Work with the AFLV staff to solicit and select committee members to assist with securing donations and on-site logistics.
- Provide AFLV staff with pre-and-post reports about donations, bids, and payment.
- Assist with other fundraising initiatives, as needed.
- Promote and represent AFLV among all constituencies of the conference and in peer professional associations.

### **QUALIFICATIONS & PREFERENCES**

- Must be serving a professional fraternity/sorority role on a campus or as part of an organization.
  - If a campus-based professional, your campus must be a member of AFLV.
- Experience in in-person fundraising preferred.
- Experience in meeting planning/management preferred.
- Preference will be given to professionals in the Western region of the country.

### **BENEFITS**

As part of this volunteer role, AFLV will provide the following:

- Complimentary or discounted conference registered (to be determined with each volunteer).
- Complimentary shared hotel room for the duration of your time at the conference.
- All meals for the duration of your time at the conference.
- Conference team thank-you gift.

### **COMMITMENT**

The individual appointed to this position will serve a three-year term beginning in July of 2017 and ending in June of 2020. Individuals are eligible to reapply for consecutive terms. The appointed volunteer is required to attend AFLV West conference (Wed – Sunday) annually during their volunteer term.

### **INTERESTED?**

Complete the [AFLV Call to Get Involved Form](#) by June 14, 2017.