



Foundation Fundraising Coordinator

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

Key Competencies: Fiscal Management

Specific Responsibilities:

- In conjunction with the Fundraising Events Committee and NACA Office, develops, plans, and implements regional fundraising initiatives.
- Communicates logistical needs to office liaison.
- Ensures that all financial transactions are completed in adherence to NACA procedures.
- Communicates results of regional fundraisers to the Fundraising Events Committee and NACA Office.
- Assures that the Association's Mission, Vision, and Statement on Diversity are reflected in the attendee experience by helping create an inclusive, hospitable environment where all attendees feel welcome.
- Additional responsibilities as assigned and agreed upon with NACA staff liaison.

Qualifications/Expectations:

- Attends volunteer meetings via Zoom and attends NACA programs whenever possible.
- Graduate student at or 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/Time Commitment: 1 year, May - April

- Approximately two hours a month, including meetings and independent planning/organization.
 - *Time commitment is flexible and often dependent upon RLT-planned initiatives.*

Supervision Received: Membership Team Lead

Competencies:

- Fiscal Management
- Event Support
- Cultivating a Sense of Belonging