



ASFPM Foundation

Position Description for Fundraising Coordinator Consulting Position

Job Description:

The fundraising coordinator consultant is directed by the ASFPM Foundation president, but works closely with the chair of the foundation Fundraising Committee. The consultant coordinates and carries out fundraising activities for the ASFPM Foundation, and will coordinate and work with all of the ASFPM Foundation committees, particularly the Fundraising Committee. Additionally, the consultant will coordinate and work with the ASFPM executive office to ensure the ASFPM Foundation fundraising objectives and strategies are met.

Scope:

- Contribute to the creation of and serve as the lead on execution of a comprehensive donor acquisition strategy that will result in a net gain in funds of \$250K additional funds and a broader awareness of philanthropic opportunities. This will be coordinated with ASFPM Foundation Committee and ASFPM executive office.
- Prepare multi-year fundraising plan inclusive of fundraising dollar goals tied to the foundation fiscal year.
- Initiate, execute and evaluate donors and donor acquisition activities.
 - ASFPM chapters and chapter conferences
 - Corporate sponsorships
 - Other related foundations
 - Larger dollar individual donors
- Assure compliance with state rules and guidelines for fundraising in that state and communicate effectively with executive office for filings, submission and recordkeeping.
- Process, track and nurture qualified donor leads with the goal of moving them through the sales process and converting them to donors.
- Leverage other foundation activities (events, projects, outreach, etc.) to secure sponsorships, and represent the organization at external events and effectively communicate the value of ASFPM Foundation philanthropy.
- Effectively work with the ASFPM Foundation and ASFPM executive office on initiatives that will contribute positively to membership-related goals, including evaluating and establishing a life giving program tied to estate planning and 401k distribution strategies.
- Proficiency with Microsoft Office products and technical proficiency in updating and tracking donor data.
- Contribute to the development and management of membership recruitment communications and campaigns with the ASFPM Foundation Fundraising Committee (in coordination with its Outreach Committee).
- Effectively assist ASFPM Foundation Fundraising Committee and ASFPM executive office to ensure fundraising activities are completed according to schedule and on a timely basis, including acknowledgments and thank you letters.

Required Experience:

Bachelor's degree required with 5+ years of association membership, and/or marketing, and/or sales experience.

Other Experience:

Demonstrated past success in executing membership strategies that have resulted in growth, preferred.

It is also preferable that the consultant have knowledge of the ASFPM organization and is familiar with current and prospective donor pools.

Compensation:

This position is a Limited Duration Contract that may be renewed annually, indefinitely, and paid by invoice quarterly on a "not to exceed" basis. Negotiated price is inclusive of all ODCs (other direct charges) with the exception of travel, conferences, donor meals and other similar non-administrative items, provided these ODCs are approved in advance

and are billed at actual cost. Incentive award for exceeding fundraising goals (dollars raised) to be negotiated based on preparation and acceptance of consultant fundraising plan.

To apply, submit via email your resume and responses to the following questions:

- a. Describe your experience in fundraising, sales, marketing, and including quantitative results
- b. Describe your experience working with non-profit organizations
- c. Describe your knowledge of ASFPM and ASFPM Foundation
- d. Provide thoughts on specific opportunities or challenges that would allow the position to meet or exceed the stated annual-sustainable goal of raising \$250K per year.

Email materials to ASFPM Foundation President Doug Plasencia at dplasencia@moffattnichol.com. Submittals will be accepted until 5 p.m. PDT Oct. 13, 2017. Foundation leadership will shortlist at least one, but no more than three responders for a phone interview.