

AFP PROFESSIONAL CHAPTER COLLEGIATE TOOLKIT
Job Description
Faculty Advisor for Collegiate Chapter

JOB TITLE: Association of Fundraising Professionals (AFP) Collegiate Chapter
Faculty Advisor

POSITION REQUIREMENTS

The Faculty Advisor is a member of the University Development Staff or is faculty within the nonprofit business curriculum.

ROLES AND RESPONSIBILITIES

The Faculty Advisor serves as the Collegiate Chapter's liaison to the University. The Advisor is responsible for the following relationship with the Collegiate Chapter:

- May work to secure the support of the University, financial or otherwise.
- Helps coordinate the completion and filing of required forms.
- Commits to attend as many meetings of the Collegiate Chapter as possible.
- Helps manage the Collegiate Chapter's budget.
- Assists students in adhering to University policy and protocol.
- Does not have a vote in Collegiate Chapter business, but can advise.
- Serves as a mentor.
- If applicable, helps to promote Collegiate Chapter initiatives between the University and the local sponsoring AFP Chapter Board of Directors.

DESIRED CHARACTERISTICS

- Works on the campus which houses the Collegiate Chapter.
- Has a strong relationship with other departments and student organizations throughout the University.
- Is recognized as a leader among colleagues.
- Supports the nonprofit sector and youth in philanthropy.