**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.