



Association of Fundraising Professionals

Youth in Philanthropy (YIP) Chair and Committee Member Position Description

Job Summary for Youth in Philanthropy Chair and Committee Members: Works to meet annual goals of the AFP Youth in Philanthropy program, which develops youth empowerment and leadership, facilitates youth-driven philanthropy, promotes youth awareness of the “common good” and social responsibility, expands youth horizons about careers in the philanthropic and nonprofit sectors, and increases youth knowledge about the nonprofit sector and local community needs. Chairs and committee members serve as mentors and models for the AFP Youth in Philanthropy Program by displaying a high level of professionalism in all personal and professional situations.

Through their efforts, the chapter increases visibility for philanthropy and the fundraising profession and helps to develop future donors, volunteers and fundraisers.

YIP Chair and Committee Member Qualifications:

1. A passion to promote youth engagement in making the world a better place through philanthropy.
2. An interest in fostering the next generation of philanthropists, development professionals, and committee volunteers.
3. A desire to have fun, become more involved with AFP, work with youth, interact with colleagues, and/or seek innovative ways to bring youth philanthropy to a new level!
4. Detail-oriented and well organized.
5. Excellent writing and oral communication skills required.
6. A commitment to cultural diversity and nondiscrimination policy and practice!
7. Ability to work well with others.

Duties are described based on *three phases* of programming (beginning, intermediate and mature), and are relative to the size and resources of your chapter.

Chair Duties and Responsibilities:

1. Provides leadership and direction for chapter engagement in Youth in Philanthropy.
2. Recruits chapter YIP committee.

3. Performs other duties related to youth in philanthropy programming, as determined by local AFP Chapter Board Chair and Board.

Youth In Philanthropy Committee Members:

Phase I:

1. As directed by YIP Chair, incorporate AFP Youth in Philanthropy Award into chapter's National Philanthropy Day event, and participate in planning, public relations, nomination process, and recognition for AFP Youth in Philanthropy recipient. Ensures that local YIP award recipient is nominated for international William Simms Award.

Phase II

1. In addition to Phase I duties, further develop Youth in Philanthropy program and present regular status reports to the Board.
2. Implement one or both of the following AFP Youth in Philanthropy programs:
 - a. **Careers in Fundraising**: Promote fundraising as a career option to high school guidance counselors and seniors, using the Careers in Fundraising Packet available on the AFP website, www.afpnet.org in the Youth in Philanthropy section.
 - b. **Youth in Philanthropy Curriculum**: Review, adapt and implement the turnkey AFP Youth in Philanthropy Curriculum (to be available on the AFP website in the fall of 2010, in a local school, after-school program or youth-serving organization).
3. Identify, recruit, and train a roster of volunteers to serve as Careers or Curriculum presenters.
4. Develop understanding of community/school demographics, community needs, community organizations and the issues of most importance to local youth.
5. Initiate outreach to local schools and or youth organizations such as Boys & Girls Clubs, YMCA's, etc; assess logistics, timeline, and "fit" of curriculum with local schools and youth organizations; and establish partners within these organizations.
6. Establish annual goals for programming and a mechanism for evaluation of programming from involved teachers, students, and partners.
7. Handle all aspects of stewardship of YIP partners including schools and youth organizations, volunteers and facilitators.

Phase III (optional, for well-established, mature, and highly motivated chapters)

In addition to duties detailed in Phases I and II:

1. Spearhead publicity/visibility efforts for your school/youth project.

- Work in collaboration with schools/youth groups to plan schedule of newsworthy events.
- Work with YIP committee to create schedule of press contacts for the YIP program and to coordinate opportunities for each group involved.
- Write stories on featured youth projects for chapter AFP newsletter and or international

AFP YIP newsletter, publications, blogs or website.

2. Secure matching funds.

- Approach local individuals, businesses and foundations, through proposals and personal contacts for matching funds for local schools and youth organizations.
- Coordinate opportunities
- Steward YIP donors appropriately, through follow up letters, annual reports, and donor recognition.

3. Expand Program and Stewardship:

- Work to recruit new schools/youth organizations and retain existing partners.
- Assist in planning and attend 1-hour meetings during active months. Assist in the coordination of quarterly and/or annual gatherings of YIP partners.
- Other appropriate activities as assigned.