



AFP Foundation for Philanthropy- Canada Every Member Campaign Chapter Chair Job Description

The Every Member Campaign (EMC) Chapter Chair serves as liaison between the chapter and the AFP Foundation for Philanthropy- Canada. The primary role is to educate, cultivate, solicit and steward individual donors for the cooperative foundation/chapter annual campaign.

1. Cooperative Foundation/Chapter Annual Campaign – Individual Fundraising Program
 - a. Provide appropriate acknowledgment and recognition of donors at the chapter level;
 - b. Communicate the value of the campaign, helping others to understand how it supports the chapter's education and professional development agenda;
 - c. Educate fellow chapter leaders and members about the activities of the AFP Foundation for Philanthropy- Canada; and
 - d. Coordinate the chapter's Every Member Campaign
 - i. Participate in establishing the chapter's cooperative campaign goal and motivate individual members to increase the chapter's participation in the campaign;
 - ii. Encourage chapter board members to support the campaign and achieve 100% board participation;
 - iii. Report to the chapter president, board of directors and members regularly on the committee's activities and progress toward annual campaign goals; and
 - iv. Check EMC reports for accuracy and resolve discrepancies with AFP Foundation for Philanthropy- Canada staff.
 - v. Frequently use chapter toolkit materials provided at <https://afpglobal.org/afp-foundation-philanthropy-canada/emc-campaign-toolkit>
2. Make a personally meaningful gift to the Every Member Campaign.
 - a. Consider participating in the Foundation's monthly giving program (Alpha Society)
3. Tell Us Your Stories – How Is Your Chapter Fulfilling Its Mission
 - a. Submit a brief description of the people and/or organizations served by key chapter programs that represent shared, organizational strategic priorities;
 - i. Sample programs may include ones that promote diversity and inclusion, serve young professionals or advance ethical and effective fundraising; and
 - ii. Ensure that at least one person served by this program is highlighted, including photos, captions and a quote.
4. Additional duties include, but are not limited to:
 - a. Maintaining active interaction with AFP Canada Foundation staff to provide support to the chapter and ensure continuity;
 - b. Sharing fundraising approaches and strategies that may serve as models for other chapters;
 - c. Contributing relevant messaging to the cooperative campaign's case for support; and
 - d. Turning over to the successor all chapter records and information immediately upon completion of term or resignation.