

## **POSITION DESCRIPTION: FL AAUW DIRECTOR FOR DEVELOPMENT**

**Overview of the position:** Promote AAUW's fellowship, research, legal advocacy and other programs and oversee Florida fundraising and development.

### **Overall responsibilities:**

- Encourage branches and individuals to support AAUW's research and programs and to give generously to ensure that these efforts continue.
- Evaluate previous Florida fundraising efforts and identify opportunities for growth.
- Based on the FL AAUW strategic plan develop a state fundraising action plan with measurable goals and objectives.
- Appoint a committee to work with the branch EF and LAF chairs. Duties of this committee are described in the FL AAUW Policy Book.
- Set-up an email group list of branch EF and LAF chairs and state committee for distributing state and fellowship information to them.
- Work with other state officers and committees to use AAUW's research and publications as basis for branch programs and events.
- Send all contributions received from individuals and branches to AAUW in Washington, D. C., in a timely manner.
- Help to recruit potential fellows and identify potential donors.

**Specific responsibilities to the branches:** support the fundraising efforts of the branches through training, encouragement, and regular contact. Act as liaison between the branches and the Development staff responsible for branch, state, and volunteering fundraising.

**Specific responsibilities to AAUW:** adhere to contribution deadlines, fiscal management policies, and charitable tax laws. Disseminate AAUW research and other program information to the state board, branches, and community.

**Specific skills helpful to the position:** fundraising, planning and goal setting, communications, team building, budgeting, mentoring, and fiscal management.

**Time commitments:** In addition to the above responsibilities, serve on the FL AAUW executive committee and board of directors. Attend executive committee and state board meetings and state conventions. If possible, participate in the AAUW national convention.