

## **ADA Foundation State Fundraising Chair**

**Purpose of position:** The ADAF state fundraising chair will serve as the liaison to state affiliate groups for the Foundation. Their main objective is to help promote awareness of the ADA Foundation and to raise additional funds. Various fundraising activities will be implemented to secure support. The Foundation will communicate specific fundraising goals and will provide the tools and support to help each state fundraising chair reach affiliate goals and make their state meetings a success.

**Length of service:** Three (3) years

**Expected time commitment:** Approximately four (4) to five (5) hours a month

**Position reports to:** Affiliate treasurer

### **An ideal state fundraising chair is:**

- A donor to the ADA Foundation (at any level).
- An association leader or volunteer at the national or state level.
- Committed to and enthusiastic about the profession, the Association and the Foundation.
- Comfortable in making a case for support of ADAF and asking people for money.
- Able to attend state Board meetings or provide a written report for the Board.
- Skilled in organizing fundraising activities throughout the year and at the State meeting.
- Has a positive attitude and outgoing demeanor.
- Comfortable as a leader.

### **Responsibilities:**

- Organize fundraising activities and represent the ADA Foundation during the year and at state meetings.
- Volunteer at ADA Foundation booth during Food & Nutrition Conference & Expo, if attending.
- Send out e-mails to state members promoting Foundation and requesting donations.
- Make thank you calls to members who have donated.
- Prepare and update state fundraising chair's files for end of term of office. Provide files and orient next fiscal year's volunteer as to duties of the office.

### **Reporting duties:**

- Works with ADA Foundation office contact on reporting donations.
- Provide quarterly report to affiliate Board of Directors regarding donation efforts, activities and successes.

**Travel Requirements:** Attend the affiliate annual meeting.

### **Resources**

- ADA's Director, Annual Giving available to answer questions and brainstorm
- State Fundraising Chair training and brainstorming calls

### **Benefit for volunteering in this position:**

- Great networking opportunity.
- Great stepping stone if interested in serving on the Foundation board.
- Opportunity to give back to your profession.

### **What state fundraising chairs place in their resumes:**

- Raised \$# for the student scholarship, providing # students with school assistance.
- Managed committee of # people which executed # fundraising activities throughout one year

**Leadership Advancement:** Most state fundraising chairs, if looking to advance in leadership positions, either run for the ADA Foundation Board or the affiliate Board of Directors

**Affiliates should customize details according to their expectations for the leader.**