



## **Stewardship Coordinator**

The purpose of the Stewardship Coordinator role is to work with the Director, Revenue Generation, NPD Sponsorship Chair, Director, Membership, and the Every Member Campaign Coordinator to ensure prompt and genuine stewardship of chapter supporters in collaboration with the Communications Committee throughout the year.

### **Roles and Responsibilities:**

- Creates and implements an effective stewardship plan that appropriately recognizes supporters based on their level of support
- Creates opportunities to engage Board Leadership in stewardship activities, including “thank-a-thons” for chapter fundraising campaigns
- Creates stewardship specific content including social media, newsletter articles and other communication pieces for the purpose of recognizing support provided to the chapter
- Ensures frequently scheduled communication to maintain supporter engagement as scheduled through project management software, as well as publishing other time-sensitive content as required
- Provides regular stewardship reporting to demonstrate impact of support provided
- Creates content in line with AFP and NPD Brands through design software
- Actively participates in committee and board planning as required
- Promotes the mission and vision of AFP Edmonton & Area Chapter
- Acts as a board liaison, and resource to fellow fundraising professionals
- Turn over to the successor all chapter records and/or property immediately upon completion of term or resignation prior to completion of term

**Length of Term:** 1 year terms with the maximum of eight terms total

**Average Time Commitment per Month:** 4-8 hours per month

- Committee Meetings: 1-2 hours monthly
- Portfolio Work Time: 3-6 hours monthly\*
- Total monthly commitment: 4-8 hours per month

*\*It is important to note that work within Working Groups will fluctuate throughout the year. The estimates above reflect the average amount of time projected.*