



## Scope of Work

**Title:** Chapter Manager

**Reports to:** AFP Board of Directors of Greater Houston Chapter

In 2018, the Association of Fundraising Professionals – Greater Houston Chapter (AFP-GHC) leadership introduced and implemented a new five-year Strategic Plan focused on significant, dynamic growth, including leadership development, added educational programming, and enhanced member benefits to ensure increased member participation. Historically, the chapter has sought administrative management services by contracting with a specific association management company. After much research, examination, and discussion with numerous and varied key stakeholders, the chapter leadership has decided to move forward with Goal 7 of the chapter’s five-year Strategic Plan. That is, by 2022, AFP-Greater Houston Chapter will have an organizational leadership and volunteer management model that can readily support the expansive membership and programming of the Chapter.

This means the chapter seeks to contract with a qualified candidate for the newly-created role of Chapter Manager. The chosen independent contractor will be a strategic partner with the AFP-Greater Houston Board of Directors and the association management company. The Chapter Manager will be the primary resource of all chapter-related activities, from collaborating on daily operations with the association management company to ensuring all support services are carried out by that entity. The Board of Directors will review the contract annually and decide upon renewal at the close of each year.

The Chapter Manager’s duties will include, but are not limited to, the following responsibilities:

- Relationship Management
  - Collaborates with the association management company in helping perform contracted duties and by serving as the primary liaison between that company, chapter membership and the Board of Directors.
  - Works directly with the Board of Directors, especially the President and Executive Committee, to provide strategic direction and leadership for the chapter.
  - Serves as administrative liaison with the Association of Fundraising Professionals International Headquarters (AFP IHQ), which includes oversight of the chapter’s annual requirements to maintain its charter.
- Board Management
  - Recommends and implements best practices for board governance and volunteer management.
  - Works with the Chapter President to organize meetings of the Board of Directors with support of the association management company, as well as provide reports as requested.
  - Provide support to Committee Chairs in the administration of their various groups, including attending all major meetings and events.
- Administrative Management

- Collaborates on administrative support for the chapter's activities with the association management company.
- Directs all chapter monthly programs and special events as needed.
- Maintains detailed chapter records and the master calendar of annual activities.
- Collaborates with appropriate chairs, such as the Communications Chair, to ensure all email communications, written communications, and web site pages are current according to Master Calendar.
- Assists the Office of the President with strategic community partner meetings.
- Direct financial activities with appropriate Board members and the association management company to monitor budget and completion of related financial activities (e.g., annual audit, Form 990).

The chosen independent contractor will possess the following competencies:

- Ability to function as a dependable team member.
- Extensive experience working with leadership volunteers.
- Knowledge of fundraising best practices.
- Excellent leadership and team building skills.
- Exceptional written and verbal communication skills and an ability to vary communication strategy and tactics to meet the needs of varied constituents.
- Ability to work efficiently on several projects simultaneously and prioritize deadlines.
- Strong customer service personality and a willingness to roll up sleeves to do whatever is necessary to get the job done.
- Must be highly organized and enjoy a fast-paced work environment.

The prerequisite qualifications for the chosen independent contractor include:

- A Bachelor's degree, though a master's degree or CFRE certification is preferred.
- Dedication to the mission of the Association of Fundraising Professionals.
- Seven or more years of professional fundraising experience with increasing management responsibilities.
- A strong working knowledge of Microsoft Products and Raiser's Edge or related CRM software.
- The ability to use his or her own workspace and computer to perform the essential functions of this work scope.

### **How to Apply**

Interested parties should send a cover letter, resume and expected compensation for this contract by no later than Wednesday, November 28<sup>th</sup> to Jillian Day, Co-Chair of the RFP Review Committee, at the following email addresses: [afpghciwd2015@gmail.com](mailto:afpghciwd2015@gmail.com).

Submissions will only be accepted by email. Only complete applications, submitted by the deadline and meeting the RFP criteria will be reviewed and respondents invited for final interviews.

An RFP Review Committee of current AFP-GHC board members, leaders and other volunteers will review the applications. In the process of selecting the right contractor for the Chapter Manager role, AFP-GHC will review all applications and interview qualified respondents that will lead to a negotiated contract. AFP-GHC will make the final selection based on the best value, past experiences and services offered. Any changes may be negotiated as needed.

The committee will invite selected candidates for a presentation with members of the group on Friday, November 30<sup>th</sup>. Please have some availability that day to meet. Final selection and notification will occur shortly after.

### **Questions About RFP**

All questions concerning this RFP must be submitted in writing via email by no later than Friday, November 16<sup>th</sup>, to Jillian Day at [afpghcjwd2015@gmail.com](mailto:afpghcjwd2015@gmail.com). Responses will be emailed no later than Monday, November 19<sup>th</sup>. Oral responses by any AFP-GHC Representatives are not binding and shall not in any way be considered as a commitment by AFP-GHC.

### **Revisions to RFP**

AFP-GHC reserves the right to change, modify or revise the RFP at any time. Any revision to this RFP will be posted on [www.afphouston.org](http://www.afphouston.org) website. It is the applicant's responsibility to check the [www.afphouston.org](http://www.afphouston.org) website frequently to determine whether additional information has been released.

### **Contract Terms**

Provisions of this RFP and the contents of the successful proposal are considered available for establishment of final contractual obligations for a minimum period of 60 days following the proposal submission. The contract resulting from this RFP will commence as of the date of execution of the contract. The length of the contract will be negotiated by AFP-GHC and the awarded respondent. This is a turn-key operation. AFP-GHC will pay the vendor based on the arrangement agreed upon.

## About AFP-Greater Houston Chapter

### Mission Statement

Association of Fundraising Professionals (AFP), an association of professionals throughout the world, advances philanthropy by enabling people and organizations to practice effective and ethical fundraising. The core activities through which AFP fulfills this mission include education, training, mentoring, research, credentialing, and advocacy.

### Vision

By 2022, AFP – Greater Houston Chapter will elevate the fundraising profession, inspire exceptional fundraisers, and advance philanthropic giving.

### Core Values

The Association of Fundraising Professionals – Greater Houston Chapter (AFP GHC) Strategic Plan lays out six core values:

- **Professionalism** – The role of fundraising professionals is an essential, noble pursuit and advances the greater Houston nonprofit community.
- **Learning / education** – The assurance of relevant and high quality educational opportunities for fundraising professionals at all career points and in all staff roles.
- **Ethical fundraising** – Universal adherence to the AFP Code of Ethical Principles and Standards, and assuring that fundraising professionals are informed of ethical fundraising practices and the tenets of the Donor Bill of Rights.
- **Integrity** – Transparency in the management of chapter finances and governance.
- **Fun** – An environment of camaraderie and building bonds between fellow fundraising professionals.
- **Inclusiveness** – Welcoming all fundraising professionals, regardless of employment status, organizational size, or professional position, and encouraging all to become active participants in the chapter.

### Chapter History

The Association of Fundraising Professionals (AFP) represents more than 30,000 members in 230 chapters throughout the world, working to advance philanthropy through advocacy, research, education and certification programs. The association fosters development and growth of fundraising professionals and promotes high ethical standards in the fundraising profession. The Greater Houston Chapter was formed in 1969 and boasts a growing membership of more than 600 fundraising professionals making it the seventh largest chapter in the world.

### Board Composition

The AFP GHC Board of Directors is made up of 20 to 30 fund development professionals who volunteer their time and resources to the chapter and to board service. Directors are elected by Chapter membership and serve a minimum of a one-year term. The President Elect, President, and Past President commit three years to board service to ensure streamlined leadership. Committee Chairs are asked to identify and recruit his/her replacement, resulting in a two-year commitment to committee leadership. The Executive Committee is comprised of the President Elect, President, Past President, Secretary, and Treasurer.

