Region Fundraising Chair Position Description

A. Eligibility Requirements and Qualifications

Eligibility Requirements:

- Be a member in good standing in their club.
- Support SIA annually with a gift that is meaningful to you; suggested amount $250 annually or $20/month.
- Cannot hold the following offices: region governor, federation board member, Federation Fundraising Council Country Leader or SI appointment.
- Be able to participate in web-based and/or audio informational and training sessions and annual meetings with federation leadership and our headquarters staff.
- Have an active email account that is checked regularly; communicate this email address to our headquarters.

Qualifications:

- Be an advocate for our SIA mission.
- Be passionate about SIA's Dream Programs.
- Understand our strategic direction and be able to influence the region and clubs in the region to advance it.
- Be an articulate spokesperson and change champion for our mission and the social change we wish to make.
- Be able to write clearly and effectively.
- Have strong public speaking skills (i.e. presenting the philanthropy pillar presentation at conferences).
- Have the ability to work with and inspire volunteers.
- Have interest in, enthusiasm for, and knowledge of philanthropy and fundraising, especially as it relates to Soroptimist's global Dream Programs.
- Understand how various sources of revenue are used to advance our mission.
These include: stargazers, club giving, founders pennies, annual campaigns, planned giving, nonmember gifts (corporate partners & foundations), etc.
- Able to work collaboratively with other fund development volunteers including Federation Fundraising Council (FFRC) members.

B. Area of Responsibility

The region fundraising chair will be responsible for the following objectives and strategies aligned to the Philanthropy pillar of SIA's and the region's strategic plan:

- Increasing donations by encouraging clubs and members to financially support our global Dream Programs at district meetings, workshops and region conferences.
- Increasing the number of members that contribute to Soroptimist Dream Programs by engaging and educating members on the importance of supporting our impact locally and globally.
- Improving our donor experience by promoting a culture of philanthropy by stewarding clubs and members through relationship building and recognition efforts.
- Increase understanding and trust about how donations are used to support our global mission.
- Increase understanding of SIA fundraising campaigns such as Giving Tuesday/ end-of-year, Webinars, Walk for Women, 100 Stargazers, etc.
- Support the clubs in the region with their fundraising efforts. This includes but is not limited to sharing ideas at region meetings to encourage successful club fundraising, reaching out for support from SIA staff with questions regarding club and region fundraising, and directing clubs to resources on the SIA website.

C. Objectives

- Increase donations
- Increase donors
- Improve our donor experience

D. Specific Duties

- Encourage club and individual contributions in support of SIA's Dream Programs by understanding and communicating how contributed income is instrumental in delivering our mission.
- Create an annual region fundraising plan which aligns with the goals of the SIA strategic plan and the Region Roadmap.
- Conduct workshops or make presentations at region or club meetings on how fundraising supports SIA's Dream Programs. Possible subjects include: club contributions (Club Giving and Founders Pennies), individual contributions (monthly giving program, planned gifts), recognition programs (Laurel Society and Laurel Legacy) and other fundraising topics.
- Review and provide feedback on tools and materials as requested by the fund development staff and offer suggestions on new resources for the region chair webpage.
- Attend region conferences, region chair orientation, and regular webinars led by SIA staff to continue learning and sharing fundraising experiences in your region with other chairs.
- Prepare other reports and/or communications as requested by the region governor, SIA leadership or fund development staff.

E. Collaboration

The Region Fundraising Chair works collaboratively with SIA's Associate Director of Development, Federation Fundraising Council (FFRC) Country Leader, and the region governor according to region bylaws and procedures.

F. Communication

In order to effectively achieve the goals and outcomes of the position, the fundraising chair must communicate with a number of different groups in the region and federation:

- SIA's fund development staff.

- Members of the fund development team, especially the Federation Fundraising Council (FFRC) Country Leader.
- The region governor and other region leadership as outlined by the region governor (varies by region).
- Other federation region chairs (program, public awareness, membership, Soroptimist Live Your Dream Awards, Dream It Be It, and Soroptimist Celebrating Success Awards) as outlined by the region governor (varies by region.)
- Twenty-eight other region fundraising chairs (through in-person training, emails throughout the year and webinars).
- Club presidents and members.

G. Term of Assignment

Two years; one additional biennium renewal with the approval of the governor-elect and Associate Director of Development. Region fundraising chairs not performing their duties can be asked to step down with concurrence of the Associate Director of Development and region governor. A vacancy will be filled upon recommendation of the governor.

H. Finances

Per region procedures, the region may cover expenses incurred in carrying out the duties of the position. If an assignment is specifically made by SIA, expense reimbursement is arranged in advance.

I. Appointment Process

The region governor-elect will recommend a member with the eligibility requirements and qualifications. The region governor-elect may submit a single name for appointment to the post or if desired, forward the nominating members to SIA headquarters for final selection.