

NORTHEAST ANNUAL GIVING CONFERENCE COMMITTEE (NEAGCC)

COMMITTEE MEMBER

POSITION DESCRIPTION

Mission of the Association

The mission of the Northeast Annual Giving Association, Ltd. (the Association), is to provide education and guidance to members of academic institutions located primarily in the Northeast on how to increase charitable donations to their educational institutions. The annual conference will host consultants and professionals in the field of fund-raising, who present lectures and workshops with an emphasis on annual fund-raising.

Member Description

Members of the NEAGCC work with fellow members; under the direction of the Association's President, Vice President, Secretary/AVP and Treasurer; to plan, coordinate and execute the Association's annual event, the Northeast Annual Giving Conference (NEAGC). No member of the Planning Committee or the Board of Directors are compensated financially.

Requirements/Eligibility

Eligible applicants must meet each of the following criteria:

- Be currently employed, full-time, in the field of annual giving.
- Have at least three years of full-time experience in the field of annual giving in a higher education setting.
- Reside and work in one of the Northeast or Mid-Atlantic States.

Duties/Responsibilities

Committee members assist with each of the following areas of responsibility for the conference:

- Identify a location
- Plan logistics, timing, catering, etc.
- Identify/recruit keynote speakers and breakout session presenters
- Identify and solicit sponsorships for annual event
- Maintain Association's website and registration portal
- Develop means of marketing the event
- Recruit event attendees
- Assist with set-up and staff the day(s) of the conference
- Follow-up with attendee queries and comments

Time Commitment

During peak planning and preparation times (September through March) committee members should expect to commit an average of 2-4 hours per week. Committee members are expected to attend regular conference calls lasting about 30-90 minutes. Conference calls are held an average of once every three weeks.

Interested in Joining?

Individuals interested in joining who meet the above requirements **and** are able to commit the necessary amount of time should contact the committee at info@neagc.org to discuss the application process.