**Job Description**

**San Antonio (SA) Branch Funds Chair**

**American Association of University Women**

**(AAUW)**

**Position Summary: The branch funds chair oversees efforts to maximize the impact of strategic philanthropic development and donor stewardship to ensure sustainability of AAUW’s programs.**

**Responsibilities: The responsibilities of the Branch Funds Chair include:**

* **Be knowledgeable of the AAUW national fundraising and scholarship policies and ensure the branch complies with AAUW national policies and IRS regulations.**
* **Be knowledgeable about AAUW program that can help meet fundraising goals that honor donor intent, inspire members to underwrite AAUW and its programs through (preferably undesignated) gifts.**
* **Ensure member donations are submitted in a timely manner.**
* **Work with other branch officers and committees to integrate fundraising with other priorities. Participate in fundraising trainings, such as AAUW webinars, workshops, or sessions provided by other professional outlets.**
* **Celebrate successful fundraising and its impact by recognizing donors through branch publications, at branch meetings, and personal thank-you’s.**
* **Review AAUW quarterly branch donation reports and report any discrepancies to the state funds chair.**

**Leadership Skills: Experience in planning and goal setting, communications, marketing, team building, consensus building, formal or informal fundraising, and leadership development are helpful to the position.**

**Time Commitments: Approximate time required for this position is 2-5 hours per month. Attendance at state conventions is encouraged.**