POSITION PROFILE – PHILANTHROPY CHAIRMAN

KEY SKILLS	• Ability to work with various stakeholders • Administrative skills • Creative problem solving • Event planning skills • Financial management • Project management
KEY RESPONSIBILITIES	• Planning and implementing small and large-scale philanthropy events and service initiatives • Fostering relationships with community partners • Keeping an accurate record of money raised by the chapter • Keeping an accurate record of any chapter expenses for events/campaigns • Obtaining any necessary permits or contracts for approval • Creating CrowdChange pages for philanthropic events • Educating the chapter and working to get member buy-in for philanthropic initiatives • Partnering with other officers to execute philanthropic initiatives. • Collaborating with the local philanthropic partner to allocate money raised for the chapter Community Impact Fund by the end of each fiscal year.
KEY PARTNERS	• Executive Board • Chapter members • Phi Sigma Sigma HQ Staff • Advisory Board • University staff
A PHILANTHROPY CHAIRMAN IS NOT…	• Fundraising for chapter funds • A social/Greek spokesperson • Creating Instagramable moments
TIME COMMITMENT	• High effort during peak times

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