



## **Finance Team Specialist - Liaison to National Philanthropy Team**

### **Bold Goals:**

- To ensure that college chapters are utilizing best practices as it relates to philanthropy fundraising, budgeting and financial reporting.
- To bridge the communication gap between the chapter Finance & Operations Vice President, the chapter, the chapter philanthropy team, and the National Philanthropy Team.

### **Outline of Responsibilities:**

- Be familiar with Alpha Xi Delta's philanthropic mission and focus.
- Be familiar with the philanthropy fundraising goals established for each chapter by the Alpha Xi Delta National Philanthropy Team.
- Establish and promote best practices for philanthropy fundraising, budgeting, accounting for donations, and reporting.
- Communicate philanthropy donation deadlines to chapters.
- Be familiar with the tools and resources in Vault that allow chapters to maximize their fundraising donations.
- Assist with mid-year audit and end of year fundraising audits to ensure accuracy of chapter reporting.
- Be familiar with the service criteria related to philanthropic fundraising in the Double Blue & Gold Standard Report in order to assist chapters in their objectives.
- Attend all National Finance team meetings.
- Submit reports of trends, concerns, and recommendations prior to team meetings.

### **Time Commitment:**

- Approximately 1-3 hours per week.
- Attend training and educational opportunities provided by the Fraternity.

### **Staff Liaison:**

- Assigned staff member for National Directors Network team