

# Chapter Operations & Communications Coordinator

## **AFP Western North Carolina Chapter**

**Independent Contractor Role | \$25/hour | Approximately 15–20 hours/month**

AFP Western North Carolina Chapter is seeking a detail-oriented, reliable, and collaborative **Chapter Operations & Communications Coordinator** to provide administrative, communications, event, and operational support for our volunteer-led professional association.

AFP WNC serves fundraising professionals, nonprofit leaders, and community partners across 18 counties in Western North Carolina. Through professional development programs, peer connection, resource sharing, and sector collaboration, our chapter helps strengthen the nonprofit sector and the people who power it.

This contractor role is designed to increase chapter capacity, support board and committee follow-through, and help ensure AFP WNC's programs, communications, and administrative systems run smoothly and professionally.

## **Position Overview**

The Chapter Operations & Communications Coordinator provides execution-focused support for chapter communications, website updates, social media, program logistics, committee administration, and basic financial documentation.

This role works closely with the Chapter President or designee, committee chairs, the Treasurer, and other chapter contractors or advisors. The coordinator helps keep projects moving, materials organized, and communications timely while maintaining clear boundaries around governance, compliance, accounting, legal, and strategic decision-making.

## **Key Responsibilities**

### **Communications & Member Engagement**

In coordination with chapter leadership, the contractor will help prepare and distribute chapter communications using platforms such as Constant Contact or similar tools. Communications may include:

- Event and program announcements
- Committee initiatives and opportunities

- Program follow-ups and surveys
- Member notices and special alerts
- Sponsor recognition, as directed by the Board

The contractor will also help maintain a chapter-wide communications calendar, respond to general chapter inquiries, route messages to the appropriate board or committee leaders, and support timely communication with members, partners, sponsors, and the broader nonprofit community.

## **Website & Digital Presence**

The contractor will maintain and update the AFP WNC website using content provided by board leadership and committees. This includes routine updates to event pages, program information, sponsor acknowledgments, committee content, and other chapter materials.

The contractor will also maintain the AFP WNC Job Board, including posting submitted opportunities and communicating with community members regarding job post submissions.

Additional website and digital support may include basic site administration, routine updates, troubleshooting, and organizing digital assets and chapter materials in the shared Google Drive.

## **Social Media & Public Visibility**

Using content and guidance provided by the Board and Communications Committee, the contractor will help manage AFP WNC's social media presence. Responsibilities may include scheduling posts that promote programs, events, committee initiatives, chapter milestones, job board opportunities, and partner resources.

The contractor may also monitor messages and comments and escalate items that require a board or committee response.

## **Event & Program Support**

The contractor will provide administrative and logistical support for AFP WNC programs and events. Responsibilities may include managing registration, preparing attendee lists, creating name tags, tracking guest counts and waitlists, and supporting day-of check-in as requested.

The contractor will assist with post-event follow-up communications, surveys, and basic reporting, such as year-over-year event attendance, member and non-member engagement, or other reports requested by board leadership.

This role may also support up to two major annual events within the contracted scope of work.

## **Committee Administrative Support**

The contractor will provide administrative and operational support to standing and ad hoc board committees, including but not limited to IDEA, Mentoring, Membership, Nominating, Programs, and Communications.

Support may include:

- Scheduling meetings and managing calendars
- Preparing agendas and distributing materials provided by committee chairs
- Taking and distributing meeting notes as requested
- Managing sign-ups, surveys, forms, and committee communications
- Maintaining committee documents, rosters, and resources in the shared drive
- Tracking deadlines and action items to support committee follow-through

This role supports committee execution but does not set committee priorities or strategy.

## **Financial Documentation & Treasurer Support**

The contractor will support the Treasurer and/or contracted accounting professional with administrative financial documentation. Responsibilities may include collecting, organizing, and saving receipts and invoices; tracking event revenue and expenses; maintaining digital records for revenue and expense documentation; and helping ensure timely documentation for bookkeeping, reconciliation, and reporting.

The contractor may also assist with expense reimbursement documentation and coordinate with event chairs to ensure revenue and expense materials are complete following programs or events.

This role does not perform accounting, auditing, tax preparation, financial reporting, or reconciliation, and is not responsible for financial accuracy.

## **Data, Platforms & Administrative Support**

The contractor will help maintain communications, event, and committee data within designated chapter platforms. This may include assisting with list segmentation, committee outreach, member engagement tracking, shared drive organization, SOP alignment, and other administrative systems.

The contractor may attend committee or planning meetings as needed to support assigned responsibilities.

## **This Role Does Not Include**

This role does not include:

- Governance, compliance, or AFP Global reporting

- Strategic planning or board development
- Independent creation of content or messaging without board or committee direction
- Accounting, tax, legal, audit, or financial reporting services
- Responsibility for final organizational decisions, strategy, or financial accuracy

## Ideal Skills & Experience

The ideal contractor will bring:

- Strong administrative, organizational, and follow-through skills
- Experience supporting volunteer-led committees, boards, or community organizations
- Familiarity with nonprofit communications, events, and member engagement
- Comfort handling financial documentation with accuracy and discretion
- Ability to manage multiple priorities, recurring deadlines, and small moving pieces
- Strong written communication skills and attention to detail
- Professionalism, reliability, responsiveness, and clear boundaries
- Comfort using tools such as Google Workspace, Constant Contact or similar email platforms, Canva, WordPress or similar website platforms, social media scheduling tools, and basic project management systems

Knowledge of Western North Carolina's nonprofit sector is a plus.

## Role Structure

This is a **1099 independent contractor role**. The contractor will be supervised by the Chapter President or designee and will work closely with committee chairs, the Treasurer, and other chapter leaders or contractors.

The contractor will determine the manner and means of completing assigned work while coordinating with AFP WNC to meet agreed-upon timelines, deliverables, and communication expectations.

All materials created on behalf of AFP WNC are the intellectual property of the chapter.

## Time Commitment & Compensation

This role is expected to average approximately **15–20 hours per month**, depending on chapter activities, program cycles, and board priorities.

Compensation is **\$25/hour**. The contractor will invoice AFP WNC monthly for approved hours worked.

## Contractor Classification

This is an independent contractor position and not an employee role. The contractor is responsible for their own taxes, insurance, equipment, workspace, and business-related expenses unless otherwise agreed upon in writing.

This role does not include employee benefits, paid leave, unemployment insurance, workers' compensation coverage, or employer tax withholding.

## **Work Location & Schedule**

This role is primarily remote and flexible, with occasional availability needed during standard business hours for meetings, timely communication, or event-related coordination.

Candidates based in Western North Carolina are strongly preferred. Occasional in-person support may be requested for AFP WNC programs or gatherings, depending on availability and chapter needs.

## **Equal Opportunity Statement**

AFP WNC is committed to building an inclusive, welcoming, and values-aligned professional community. We encourage applications from people of all backgrounds, identities, lived experiences, and career paths, including candidates who have been historically underrepresented in fundraising, nonprofit leadership, and professional associations.

## **To Apply**

Please submit a brief statement of interest, résumé or relevant work summary, and 1–2 examples of communications, administrative, operations, or project coordination work to:

**Jess McLean, [president@afpwnc.org](mailto:president@afpwnc.org)**

Applications will be reviewed on a rolling basis until the role is filled.