**Chapter Administrator (Part-Time, Flexible)**

The Fairfield County Chapter of the Association of Fundraising Professionals (AFP) is seeking a part-time Chapter Administrator to coordinate and manage all administrative aspects of the chapter’s activities.

Responsibilities include:

* Working with Board leadership on executing chapter correspondence, both internal and external, and for program related matters.
* Communicating and interfacing with chapter members to answer questions and assist with event or membership registration.
* Acting as liaison with AFP’s international headquarters to keep the chapter up to date on deadline requirements and to channel pertinent information to the appropriate board member.
* Maintaining the member database in Microsoft Access
* Updating the chapter website
* Attending AFP Fairfield County programs to assist with registration (mostly breakfasts and lunches).
* Assisting board members with active and ongoing member recruitment, retention and recognition projects
* Basic bookkeeping, check preparation for payments, and report generation in QuickBooks.
* Receiving correspondence via email or by post and distributing accordingly.

Requirements include:

* Proficient in MS Office Suite
* Experience with Constant Contact or an equivalent
* Experience with QuickBooks or an equivalent
* Proficient in social media

Candidate will ideally have experience in the nonprofit sector. This position requires a minimum of 5 hours each week and may vary throughout the year. Hours are flexible and include the ability to work from home.

If interested in this position, please submit a cover letter, resume, and your salary requirements to [lgibbons@shehancenter.org](mailto:lgibbons@shehancenter.org) by November 30th.