

ORGANIZATIONAL SUMMARY

Association of Donor Relations Professionals (ADRP) is the diverse community of donor relations professionals sharing education, knowledge and experience, empowering members to advance their careers and drive excellence in the field. The following four principles guide ADRP as a professional association:

1. Networking: the opportunity to find peers to exchange information, contacts, and experience.
2. The Conference: an annual opportunity for donor relations and stewardship professionals from around the world to share great ideas and expertise; challenge norms; lead the way in our profession; and speak to varying experience levels, shop sizes, and institution types.
3. Prestige: recognition for donor relations as a profession.
4. Inclusiveness: professionals from all over the country and the world serving education, healthcare, public sector, and all other nonprofit institutions.

***The Hub* MONTHLY MEMBER E-NEWSLETTER**

One member benefit is *The Hub* which serves as an up-to-the-minute resource for organization news and events, donor relations and stewardship industry trends, and professional development opportunities. ADRP members share what they have learned on the job by submitting articles and sharing best practices and lessons learned with their fellow colleagues, helping each other to further advance the profession and to keep the ADRP community strong and vibrant. *The Hub* reaches all ADRP members and supporters in many sectors of donor relations, national and international.

EDITOR AND ASSOCIATE EDITOR POSITIONS

The editorial board includes one editor and two associate editors who work with the responsible ADRP staff to deliver the e-newsletter to member inboxes each month. The editorial board is accountable for the quality of *The Hub*'s content. In addition, they identify important topics, source high quality submissions, and organize the content flow.

EDITOR DUTIES AND RESPONSIBILITIES

Lead the Editorial Board in overall management of the production of *The Hub* by:

- Serving as first point of contact for ADRP staff
- Collecting and combining content submissions
- Delivering content to ADRP office for e-publication
- Leading collaborative strategic decision-making and annual style/creative planning
- Maintaining the three-person editorial structure through outreach and recruitment
- Content evaluation; article editing for accuracy, grammar, syntax, and style
- Meeting coordination

ASSOCIATE EDITOR DUTIES AND RESPONSIBILITIES

Create a steady workflow and oversee the publication process of *The Hub* by:

- Assuming Editor responsibilities, if called upon
- Content evaluation; article editing for accuracy, grammar, syntax, and style
- Researching and authenticating facts
- Developing relationships for active content solicitation
- Curating ongoing content such as: responses to Question of the month, member spotlight

The Editorial Board is welcome to contribute content to *The Hub*.

QUALIFICATIONS

- ADRP membership
- Diligence
- Strong leadership skills
- Good decision-making skills
- Excellent communication and organization skills

BENEFITS

- Serve in a leadership capacity for a thriving nonprofit organization
- Gain skills to expand career growth and potential
- Establish connections and relationships with like-minded individuals from across the country

TIME COMMITMENT

Editorial team responsibilities require a five-hour commitment each month, as follows:

- Editor: Content collection, communications with ADRP and those who submit content, meeting coordination (1 hour)
- ALL: A standing meeting at the beginning of the month to understand the content plan for the current issue. (45 minutes and will become even less with momentum, rhythm, and efficiency.)
- ALL: Editing and proofreading content (2 hours)
- ALL: Member outreach for content solicitation (2 hours)
- ALL: An annual Editorial Board Retreat to plan the content calendar for the following year. Preferably in person at the ADRP International Conference or virtual (2 hours)