

ADRP Volunteer Job Description

Digital Education Committee, standing committee

Chair

Purpose of Committee

MISSION: The Digital Education Committee is responsible for exploring, testing, and securing content for ADRP's annual digital education series.

ADRP's most popular member benefit is the annual webinar series. It is important that the organization stay on the cusp of state of the art digital delivery methods, presentation styles, and content that appeals to the greater membership. The Chair of the Digital Education Committee leads a group responsible for conducting exploration, testing, and execution of a refreshed webinar series over two annual cycles. The Chair will serve for a two-year term and may choose to renew the term at the discretion of the Board of Directors.

Time Commitment: Average of two hours a week during initial planning stages and approximately one hour a week based on the annual content creation schedule.

Responsibilities

1. Recruit and lead a team of at least three committee members, preferably with experience in digital presentation applications or content creation, and with a range of experience in Donor Relations.
2. Conduct analysis of current ADRP webinar series, identifying areas for improvement.
3. Collaborate with ADRP Office in analysis of current digital platform and exploration of alternative programs.
4. Create the 2019 webinar series. Should be finalized and marketed in November 2018.
 - a. Test new formats for delivery and presentation.
 - b. Test new presenters and/or targeted content.
5. Create the 2020 webinar series. Should be finalized and marketed in November 2019.
 - a. Implement changes to annual program based on 2019 testing.
 - b. Collaborate with ADRP Office to market new program and gain support from membership.
6. Provide presentation coaching for digital educators, including technical comments and style advice.

Qualifications and Skills

- Previous volunteer experience with ADRP and experience in the field of donor relations.
- Some previous experience in/knowledge of digital content delivery and/or content cultivation for professional organizations.
- Demonstrate extensive knowledge of ADRP codes of conduct, business and operational practices, and the profession of Donor Relations and Stewardship.
- Strong interpersonal communication skills.
- Current ADRP member.