

ADRP Volunteer Job Description

Committee Name: The Hub Newsletter

Position Title: Editor

Purpose of Committee

MISSION: To provide a monthly e-communication that delivers information, advice, suggestions, and best practices to ADRP members, helping them learn and grow professionally.

GOALS/OUTCOMES: The editor of the newsletter works with the ADRP Office and a small team of volunteers to gather, review, and edit material for each month's issue.

Responsibilities

1. About 4-6 hours a month, depending on the time of year e.g. preparing for the next calendar year's issues may require more time in the month leading up to the new year.
2. Key Responsibilities:
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 - Review article submissions
 - Respond to authors
 - Prepare monthly calendar of articles
 - Solicit articles from staff writers and/or outside sources, per the calendar of articles
 - Work with volunteer editorial board to identify any updates, enhancements, or additional features
 - Submit content to ADRP office for layout
 - Review monthly Hub draft and provide edits/feedback
 - Submit newsletter draft to authors and staff editors for review, as appropriate

Qualifications and Skills

- Good understanding of the donor relations/stewardship field, in particular the needs of the membership and the organization
- Good writing and proofreading skills
- Ability to identify and solicit information that is important or resonates with the membership
- Ability to direct potential contributors in terms of focus and subject matter
- Ability to collaborate with ADRP office, editorial board, other ADRP committee chairs, members and others who may be content contributors

Committee Composition: Recruitment and Diversity

Any current member, in good standing, may be considered for this position.
