

# ADRP Volunteer Job Description

Committee Name: The Hub Newsletter

Position Title: Editorial Staff

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## Purpose of Committee

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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: Work with the editor to brainstorm, write, review, and edit material for each month's issue.

## Responsibilities

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1. About 1-2 hours a month
2. Key Responsibilities:
  - Identify topics relevant to donor relations professionals and brainstorm issue theme/article ideas with fellow editorial staff members
  - Write and/or edit articles according to calendar established by the Hub Editor
  - Assist editor in identifying updates, enhancements, or additional features
  - Review monthly Hub draft and provide edits/feedback

## Qualifications and Skills

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- Good understanding of the donor relations/stewardship field, in particular the needs of the membership and the organization
- Good writing, copy editing, and proofreading skills
- Ability to identify and suggest information that is important or resonates with the membership
- Ability to collaborate with the editor and other members of the editorial staff

## Committee Composition: Recruitment and Diversity

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

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