

ADRP Volunteer Job Description

Committee Name: The Hub Newsletter

Position Title: Member Spotlight Writer

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: Identify, solicit, and interview ADRP members for the Member Spotlight feature in each month's issue.

Responsibilities

1. About 2-3 hours a month
2. Key Responsibilities:
 - Identify 11-12 ADRP members per year to be featured in the Member Spotlight
 - Reach out to selected members to gauge interest and present interview questions
 - Solicit interview responses and a photo of the member, gather responses, edit for clarity, and submit to the Hub editor
 - Manage any changes to calendar of spotlights by selecting and soliciting new members when a scheduled member is unable to complete the interview
 - Review monthly Hub draft and provide edits/feedback
 - Submit newsletter draft to profiled member 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, copy editing, and proofreading skills
- Ability to identify and suggest information that is important or resonates with the membership
- Ability to communicate and collaborate with the profiled members, Hub editor, and other members of the editorial board

Committee Composition: Recruitment and Diversity

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