



Fund Development Committee
Job Description

The American Orff-Schulwerk Association is a professional organization of educators dedicated to the creative music and movement approach developed by Carl Orff and Gunild Keetman.

The AOSA Mission is:

- To demonstrate the value of Orff Schulwerk and promote its widespread use
- To support the professional development of our members
- To inspire and advocate for the creative potential of all learners

Our Core Values are:

As music and movement educators dedicated to the creative music and movement approach developed by Carl Orff and Gunild Keetman, we believe that:

- Every learner deserves the opportunity to actively create, improvise, sing, play, move, speak, and listen.
- Every learner should experience music and dance from cultures represented in both our diverse American society and the larger global community.
- Every learner deserves a passionate, committed music educator who values the importance of active music making.
- Every Orff Schulwerk educator deserves high-quality opportunities to improve their pedagogy and musicianship through active, collaborative professional development.
- Every Orff Schulwerk educator should cultivate the creative potential in all learners.
- Every AOSA member deserves opportunities to engage in open and constructive dialogue regarding the future and well-being of their chapter and the national organization.

AOSA Diversity Statement:

AOSA is committed to supporting a diverse and inclusive membership, promoting an understanding of issues of diversity and inclusion, and providing teaching and learning resources that respect, affirm, and protect the dignity and worth of all.

The Fund Development Committee is a standing Subcommittee of the National Board of Trustees (NBT) of the American Orff-Schulwerk Association. Fund Development is connected to the NBT through the Finance Committee, a standing committee of the NBT. The Chair of Finance is the official liaison between Fund Development and the NBT. All activities of this subcommittee will be coordinated through the AOSA Finance Committee Chair.

Our mission is to develop and promote annual and endowed fundraising for the American Orff-Schulwerk Association.

The tasks of this committee are:

- To collaborate with the AOSA Executive Director on major planned giving opportunities
- To coordinate an annual funds campaign
- To coordinate and manage the annual Online Auction of Presenters

TIMELINE

July:

- Receive Fund Development JD
- Set up online meetings via virtual app for the school year
- Review duties and Financial Giving challenges for the year
- Suggest ideas for the Annual Giving Campaign

September:

- Set focus for Giving Tuesday (the Tuesday before Thanksgiving)
- Suggest Social Media posts for Giving Tuesday
- Suggest Auction Presenters from across the country – begin compiling a list
- Continue work towards the Annual Giving Campaign

November:

- Chair sends Giving Tuesday verbiage suggestions to Social Media by Nov. 1
- Finalize Auction Presenters with consultation of Executive Director (ED) and Executive Committee (EC)
- Coordinate procedures for asking presenters for Auction
 - Begin this as early as possible before Thanksgiving because of the holiday season

December:

- Continue gathering materials from clinicians for Online Auction
 - Send reminder emails, call if necessary

January:

- Complete Auction Presenter materials

- January 8th – all presenter materials in Fund Development Drop Box
- January 10th – all presenter materials to Executive Director (Chair notifies ED)

February

- Prepare for All Member Annual Giving with assistance of ED, AD and EC
- Prepare process for All Member Annual Giving with assistance of ED, AD and EC

March

- Contact Auction clinicians and chapter winners
- Make recommendations for new committee members
- Prepare information about Chapter Annual Giving for April CLE
- Consider ways to improve the Auction for next year
- Suggest Auction clinicians for next year

April

- Assign FD members to send chapters information for Chapter Annual Giving with assistance from ED and AD
- Discuss issues and ways to improve Annual Giving and Auction
- Send information about Founder's Day – All Member Giving to VP for the CLE and ME by April 15

June

- Say goodbyes and hellos to leaving and new members
- Make plans for the next year's FD Subcommittee

AOSA PRESENTERS AUCTION TIMELINE

- November – begin compiling a list of possible clinicians.
- January 10th – all presenter materials to Fund Development Chair
- January 15th – all presenter materials to Executive Director
- February 7th – announcement of auction in The ALL Call
- Second Thursday in February – Announcement email #1
- Third Tuesday in February – Announcement email #2
- Third Friday in February – Auction begins
- Fourth Friday in February – Two days left to Bid email
- Fourth Sunday in February or First Sunday in March (pending calendar) – Auction ends
- Upon completion of Auction, Headquarters sends results to FD Chair
- FD members contact clinicians and winning chapters using corresponding template letters within one week of receiving the results.