



## FACULTY/STAFF GIVING PROGRAM VOLUNTEER JOB DESCRIPTION FALL 2018

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**We Are Phil** is the faculty/staff giving program at the University of Iowa, an annual effort to involve UI employees in the advancement of the university. The program is a combined initiative of the University of Iowa, the UI Center for Advancement, and a wide network of employees to provide ongoing support to the University of Iowa by our own faculty and staff.

**As a volunteer, you will promote the We Are Phil program within your unit.** Collaborating closely with key UI Center for Advancement staff, you will help distribute materials and messaging, generate enthusiasm, and encourage participation. Your feedback will help the center understand the needs and preferences of UI employees like you so that we can design a successful and meaningful annual program promoting faculty/staff philanthropy in support of the University of Iowa.

### **What are the goals of We Are Phil?**

- Raise awareness about the importance of philanthropy at Iowa
- Help build community and foster positive attitudes toward philanthropy among UI employees
- Increase annual giving participation, year after year, to not only provide support for the university but also demonstrate our exemplary commitment to the university's mission

### **Who makes good We Are Phil volunteers?**

- Well-liked and respected members of their departments
- Those willing and able to commit time and effort toward promoting We Are Phil
- Faculty or staff who will share their giving and/or impact stories with peers
- Those who can help make giving enjoyable *and* meaningful for their peers

### **What are we asking volunteers to do?**

- **Ensure that all faculty/staff members receive We Are Phil materials** and communicate with key UI Center for Advancement staff regarding participation progress.
- **Provide feedback from campus.** Volunteers can share opinions and ideas from their coworkers with UI Center for Advancement staff, and provide valuable feedback to help us continually refine the program to meet their needs and preferences.
- **Attend the We Are Phil Volunteer Kickoff Breakfast** (July 26, 2018, 8:30–10 a.m., at the Levitt Center building). Learn about the We Are Phil program and how it will function, share ideas, ask questions, and receive volunteer toolkit.

- **Plan campaign events and activities to generate enthusiasm and increase participation among your coworkers.** We will suggest some ideas at our training session—but we encourage volunteers to be creative and personal in planning events that will be successful within your work groups.
- **Be a spokesperson for the importance of faculty/staff giving in reaching university goals.** Promote faculty/staff giving among their coworkers by sharing their giving stories (if applicable), encouraging participation, planning departmental events, and promoting and attending UI Center for Advancement-hosted events.

### **2018 Timeline**

- Thursday, July 26: We Are Phil Volunteer Kickoff Breakfast, distribution of volunteer toolkit
- Thursday, Sept. 27: We Are Phil postcard to faculty and staff campus mail
- Oct. 1-5: **We Are Phil campaign week**, with events and activities in colleges/units
- Monday, Oct. 1 and Thursday, Oct. 4: We Are Phil emails to faculty and staff

### **About the University of Iowa Center for Advancement:**

Our mission is to advance the University of Iowa through engagement and philanthropy. A nonprofit IRC Sec. 501(c)(3) organization, the UI Center for Advancement is an independent organization and the preferred channel for private contributions that benefit all areas of the University of Iowa. Located in the Levitt Center for University Advancement, we are governed by a volunteer [board of directors](#) that elects our officers and appoints our leadership. Our work is also guided by our volunteer [Alumni Leadership Council](#), which serves as the university's alumni advisory body and includes alumni representing areas across campus.

### **Contact:**

If you have questions or concerns, please contact Katie McCoid, associate director, Annual Giving, at the UI Center for Advancement: [katie.mccoid@foriowa.org](mailto:katie.mccoid@foriowa.org) or 319-467-3435.

**THANK YOU!**