Job Description for Campaign Ambassadors

UIS Faculty and Staff Campaign area volunteers understand the importance of the mission of UIS and are willing to advocate that mission within their own areas of campus by donating time to assist in fundraising for the university.

Volunteer responsibilities include:

- Serve as a goodwill ambassador for the Faculty and Staff Campaign.

- Make a gift to UIS in any amount, if you have not already this fiscal year, so you are able to speak about your own commitment to UIS and the Faculty and Staff Campaign.

- If you can, attend the kickoff event on February 27, 2014.

- After the kickoff:
  - Talk to the people on your list, and anyone else, about the Faculty and Staff Campaign and its importance to UIS.
  - Hand out campaign materials and be a collection source, when necessary.
  - Stay in touch with Office of Development staff, provide updates and use them as a resource to answer any questions and provide help.

- Send emails or notes to people in your designated area, letting them know about the campaign and that they can come to you for materials or if they have questions. The Development Office is happy to be a second set of eyes before you send anything.

- Wear your “I Invest in UIS” Campaign pin every day in March.