Job Description for Campaign Ambassadors

Ambassadors for the UIS Faculty and Staff Campaign 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.

Ambassador responsibilities include:

- Make a gift to the area of your choice at UIS, in any amount, if you have not already done so this fiscal year. Once you have made a gift, you will be better prepared to speak about your own commitment to UIS and the Faculty and Staff Campaign.

- If you can, attend the kickoff event on March 3, 2015. Bring colleagues and bring your camera.

- After the kickoff:
  - Talk to the people on your list, and anyone else, about the Faculty and Staff Campaign and the importance of employee giving.
  - Hand out campaign materials.
  - Offer fun incentives and reminders to encourage giving in your area.
  - Stay in touch with Office of Development staff, provide updates. Use development staff as a resource to answer any questions and provide help.

- Later in March, keep in touch with people in your designated area, letting them know about the campaign. Offer additional materials, and offer to answer questions they may have.

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

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