



ASSOCIATION OF
DONOR RELATIONS
PROFESSIONALS
BUILDING
RELATIONSHIPS
FOR GOOD

Education Committee (EdComm)

Committee description

The Education Committee exists to deliver a varied and relevant portfolio of educational experiences that underscores the value of donor relations in philanthropy and strengthens ADRP's position as the leading authority in the field.

Chair/Co-Chair responsibilities

- Recruit and lead a diverse and growing team with a range of experience in donor relations and a variety of industries across the philanthropic sector.
- Act as liaison to the Chair/Co-Chair of any Education Committee team, the ADRP Board of Directors, and the ADRP Volunteer and Member Experience Committee on behalf of the committee.
- Attend 4 ADRP Volunteer Summits annually, at which they will report on committee updates. In the event they cannot attend, they will appoint a delegate.
- Establish the strategic priorities of the committee, ensuring the committee's strategic priorities are aligned with ADRP's strategic vision.
- Develop the committee's annual work plan and track progress toward goals. Ensure committee members remain engaged and accountable for reaching goals.

The appointment begins immediately following the ADRP International Conference and the rotation of the ADRP Officers and Board of Directors, and ideally will last for at least two years. After two years, the chair has the option to renew or step down. Whoever leaves a vacancy is responsible for helping to recruit a replacement and if possible, giving one month's notice to the Board Liaison(s) and the Volunteer and Member Experience Committee.

Committee responsibilities

- Deliver a set of free and paid educational offerings, i.e., an Annual ADRP Education Program, that aligns with [ADRP's Strategic Plan](#).
- Collaborate with the Chair/Co-Chair on goals.

Time commitment

The Education Committee should meet quarterly, and as needed, with the teams determining their own meeting cadence as appropriate. Chair/Co-Chairs may determine a meeting cadence at their discretion, but it is recommended to meet at least twice per month, while also maintaining contact to advance projects asynchronously. While the time commitment varies by team and project, members can expect between 1-3 hours weekly commitment, plus up to one additional hour during weeks with scheduled meetings.

To gain the most from this volunteer experience, members should commit to two years. Members who wish or need to end their volunteer term early should notify the Chair/Co-chair and the Volunteer and Member Experience Committee at least one month before stepping away.

Committee structure

- Committee members can serve on a team or special project, assigned according to their interests, unique skills, and Education needs at large. Committee members are not required to serve on more than one team or special project.

- The Chair/Co-Chairs of the Education Committee will suggest appropriate teams as needed to achieve strategic priorities, which include the following:
 - **Webinars Team:** The Webinars Team leads the development, management, and evaluation of ADRP's annual series of twelve one-hour webinars, one of the association's most popular and valued member benefits. This group ensures that the series remains relevant, engaging, and aligned with ADRP's strategic priorities. The team lead oversees the webinar series, serving as the primary liaison to both the ADRP office and the Education Committee Chair/Co-Chairs. Working collaboratively, the team curates the annual slate of webinar topics and speakers, upholds quality standards, and helps shape a dynamic educational experience for ADRP members. Team members also play an active role in program delivery and are expected to moderate 1-2 webinars per year. To meet production timelines, the Webinars Team finalizes the upcoming year's series no later than December 1 of the preceding year. Members should anticipate the most significant time commitment from September through November, during the Webinars RFP and proposal review period.
 - **Workshops Team:** The Workshops Team leads the delivery of one to two interactive workshops each year, designed to equip attendees with practical plans, skills, and materials they can immediately apply within their own institutions. Guided by member needs and interests, the team identifies workshop topics and selects qualified facilitators. While the team does not create program content, members play a key role in ensuring program success by stewarding and supporting facilitators throughout the development and delivery process. The team is responsible for finalizing the annual workshop lineup no later than December 1 of the preceding year.
 - **Roadmap to Certification Team:** The Roadmap to Certification Team, which is led by the Education Chair/Co-Chair, is responsible for developing a comprehensive plan that will help ADRP create a donor relations certification program. Serving as a cornerstone in ADRP's Education ecosystem, the team aligns learning domains, identifies opportunities for integration across member benefits, and delivers clear, strategic updates to the Board on progress toward this organizational priority.
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Will you join us?

The Education Committee provides an important resource for our membership, ensuring members are positioned for career advancement and to be recognized as leaders and influencers in the profession through access to high-quality, relevant, and diverse educational resources and offerings.

Participating in this committee will give you the opportunity to

Shape the future of donor relations by designing and delivering high-impact educational experiences for professionals at every career stage. Committee members build sector visibility, strategic leadership skills, and meaningful peer relationships while contributing directly to ADRP's role as the leading authority in the field.