



APRA-Metro DC Newsletter Winter 2003

From the Past President:

I finished my term as president of APRA-Metro DC on December 31. When I became President in June 2001, I didn't know if I was going to be any good at the job! However, I'm pleased to report that it was a wonderful experience, thanks to my fellow Board members and other volunteers. Here are the things the team accomplished during that 18-month time period:

- We planned and hosted a one-day conference in October 2001.
- We produced the newsletter on a quarterly basis.
- We presented an interesting variety of programs and brown bag meetings.

I would like to give personal thanks to our Board members and other volunteers who completed their service to the chapter in December:

Gloria Benton, Conference Chair – Gloria hit the ground running when she joined the Board in June 2001. Her first task was to find a location for the October 2001 conference, and she tackled it with gusto! She did a great job of planning and executing the conference.

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APRA-Metro DC Board Members:

President:	Sarah Pamum Cadbury 202-454-3351 scadbury@npca.org
Communications/ Newsletter Editor:	Matthew Moon 703-439-6012 moon@nwf.org
Conference Chair:	Leslie Bivens 202-357-4300 bivenle@omd.si.edu
Membership Chair:	Deborah Hyland 202-357-4300 ext. 134 hylandd@si.edu
Program Chair:	VACANT
Secretary/Historian:	Heather Glock 703-438-6056 glock@nwf.org
Treasurer:	Rita Monner, 202-842-6579 r-monner@nga.gov
Web Manager:	Mark Leiber mark@gwu.edu
Website:	http://www.aprametrodc.org

Rumana Chaudhuri, Communications Chair – Rumana served a full two-year term as Program Chair, and finished with a second term as Communications Chair. She was always a wonderful sounding board for me, and always knew when to give positive strokes to people.

Nicole Courey, Program Chair – Nicole did an excellent job of organizing and presenting programs and brown bags. Nicole was working at the American Red Cross when she led her first brown bag the week after September 11, 2001. We were grateful that Nicole and her colleagues were able to go forward with the program, and it ended up being a poignant event.

Karen Dechman, Website Chair – We recruited Karen for the Board after the 2000 conference, and she pulled us into the 21st century by creating the chapter's first website. Karen served as the chapter's photographer at both the 2000 and 2001 conferences. For me, the highlight of Karen's service was when she recruited the speakers from the FBI for the 2001 conference!

Cindy Granger, Newsletter Editor – Cindy got the chapter back on track by producing the newsletter on a quarterly basis, and she wrote and solicited articles as well. I am especially grateful to Tess Samuel for recruiting Cindy!

APRA-Metro DC had its best turnout ever for the annual happy hour in December! Chapter members gathered at Rumors Bar in Washington, DC on Wednesday, December 4, 2002 to socialize and install new board members. I hope you will have an opportunity to meet the **new board members** at the next chapter event. They are:

Communications Chair/Newsletter Editor – Matt Moon, National Wildlife Federation
Conference Chair – Leslie Bivens, Smithsonian Institution
Membership Chair – Deborah Hyland, Smithsonian Institution
President – Sarah Cadbury, National Parks Conservation Association
Website Chair – Mark Leiber, George Washington University

Heather Glock remains on the Board as Secretary/Historian and Rita Monner continues in her role as Treasurer. I thank them for their service and role in organizing the chapter's records. I am happy to say that I recruited Sarah Cadbury to succeed me as President of the chapter, and I leave you in good hands!

Deborah Wallower

From the Current President:

I am pleased to report that the new Board has many plans in the works. In particular, we have some exciting news about our website and the conference scholarship.

Be on the lookout for the unveiling of our new website at www.aprametrodc.org. Website Chair, Mark Leiber has been working hard and put together a great site, which will include announcements about our upcoming events, copies of the newsletter, a list of resources and lots of great pictures.

One of the most essential services APRA - Metro DC offers to its members each year, is a scholarship to attend the APRA International Conference. This year's scholarship will be worth up to \$545. The big change is that the Board decided to offer applicants the chance to attend the conference of their choice. The scholarship will cover either the 2003 APRA International Conference or the 2003 Mid-Atlantic Researchers Conference. As always the scholarship only covers the cost of registration at the

APRA International member level. It does not cover travel and board expenses. (See page seven for application form.)

16th Annual International APRA Conference: Everyone's favorite conference will be held in Dallas, Texas, August 13-16. The basic registration fee for APRA International members is \$545. More details can be found at <http://www.APRHome.org>.

Mid-Atlantic Researchers Conference: MARC 2003 will be held in Bryn Mawr, PA, June 4-6. Registration is \$250. Bryn Mawr can be easily reached by train for approximately \$100 and attendees can stay in a single dorm room for about \$30 a night. For more information check out <http://www.marc2003.org>.

Plans are also in the works for a field trip to one of our favorite (but often forgotten) locations for resources. Stay tuned!

I cannot talk about upcoming programs, without mentioning that the chapter still does not have a Program Chair. This position offers unique opportunities to call upon local talent and to explore interesting issues with your research colleagues. We would also welcome volunteers to host a brown bag, program or field trip. If you have questions about Board service or helping organize a chapter event, feel free to contact me or any other member of the Board.

Finally, I would like to thank Deb Wallower. Her extraordinary leadership over the past year and a half has given me the courage to take on the role of President. Her guidance and thoughtfulness has made the transition easy.

Sarah Parnum Cadbury



Sarah Cadbury (on the right), new chapter president, chats with Nicole Courey.

APRA-Metro DC Employment Opportunities

American Red Cross National Headquarters Development Researcher

Job Summary:

Responsible for writing technical resources and a variety of Development documents and proposals that includes external stewardship materials to formal funding proposals. Additionally, this position is equally responsible for identifying, researching, rating and recommending all types of current and potential major gift prospects (individuals, corporation, and foundations) to financially support national revenue objectives.

Job Responsibilities:

Conducts research on various prospects as needed, gathering information from various resources sources; identifies prospects with the capacity and interest in giving to ARC and its specific programs. Rates the prospects and recommends amounts to ask. Recommends strategies for cultivation and solicitation. Writes customized proposals, reporting on research. Writes stewardship reports for donors as needed, technical manuals, guidelines for programs, and various other Developments products under the guidance of the content expert.

Minimum Qualifications:

Bachelors degree, preferably in business, social science, liberal arts or library sciences, journalism or three years of progressively responsible positions demonstrating professional fund raising and writing experience, writing solicitation related materials, technical resources, guidelines, and promotional materials that have been published. The preferred candidate will have experience in writing for a national organization, major gift donor research and Fund-Master donor database tracking system or other systems, on-line services and prospecting resource materials.

Bachelors degree, preferably in business, social science, liberal arts or library sciences, journalism or three years of progressively responsible positions demonstrating professional fund raising and writing experience, writing solicitation related materials, technical resources, guidelines, and promotional materials that have been published. The preferred candidate will have experience in writing for a national organization, major gift donor research and Fund-Master donor database tracking system or other systems, on-line services and prospecting resource materials.

* The American Red Cross offers a competitive salary and an excellent benefits package, including medical/dental and an employee-matched 401(k) plan. For consideration, please apply online at: www.redcross.org/jobs/ under "National Headquarters Opportunities" and fill out a profile. Please locate and attach your resume to the position of interest by clicking on the "Add to Career Cart" and "Apply" buttons located at the bottom of the job-posting page. To view the position, search under Areas of Interest for "Development/Fund Raising" for Req. #2037. Type Source #0621Div on resume.

Economic Policy Institute Development Associate

The Economic Policy Institute has an immediate opening for a full-time Development Associate. Qualified candidate will possess a Bachelor' s degree, preferably in Liberal Arts; 2 to 3 years experience in development or non-profit environment; strong communication, project management and computer skills, including Word, Excel, and Access or similar database software.

Responsibilities will include managing information systems, membership program, workplace giving program, and prospect research. Excellent benefit package.

The Economic Policy Institute is an equal opportunity, affirmative action employer. To apply, send cover letter and resume to Director of Development, Economic Policy Institute, 1660 L Street, NW, Suite 1200, Washington, D.C. 20036, fax to: 202-775-0819 or email to: epi@epinet.org.

Membership Directory Addendum

New Members:

Andrew Allison
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Smithsonian Institution
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Phone: (202) 357-4880 x216
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Address Changes:

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Office of Development
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1000 Jefferson Drive, 4th Floor
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Hylandd@si.edu

Association of Professional Researchers for Advancement

APRA-Metro DC 2002 Happy Hour

As departing president Deb Wallower mentioned, the 2002 APRA-Metro DC happy hour was a great success. New members had a chance to meet one another and current members had a chance to catch up. Stay tuned for APRA-Metro DC events this year and be a part of the fun!



Chapter members Ethan Starr (on left) and Matt Moon enjoy a brief chat.



New board members Deborah Hyland, Membership Chair (on left), and Leslie Bivens, Conference Chair.



More new board members: Matt Moon, Communications Chair (on left), and Mark Leiber, Website Chair.



Outgoing board members (from left to right) Gloria Benton, Deb Wallower and Nicole Courey.

**Association of Professional Researchers for Advancement
APRA – Metro DC Chapter
2003 APRA Conference Scholarship Application**

APRA-Metro DC will offer one scholarship covering the cost of one full conference registration to the 2003 APRA International Conference (at the member rate of \$545) or the 2003 Mid-Atlantic Researchers Conference (at the rate of \$250). APRA International will be held August 13-16, 2002 in Dallas, TX and MARC 2003 will be held June 4-6 in Bryn Mawr, PA.

Criteria:

- Special consideration will be given to researchers from organizations with limited resources.
- Applicants must work full- or part-time in prospect research for a non-profit organization.
- Applicants must be current members of the APRA-Metro DC chapter to be considered.

NAME _____

TITLE _____

ORGANIZATION _____

ADDRESS _____

PHONE _____ FAX _____ E-MAIL _____

Background Information:

Years in Prospect Research _____ Have you ever attended the APRA International Conference? _____

List any previous prospect research training _____

List any professional activities _____

What is your organization's annual budget? _____

What is your organization's prospect research budget? _____

On a separate sheet, please formulate a narrative stating the reasons why you would like to attend the APRA International Conference or MARC. Summarize the value that attendance at the conference would have for both you and your organization. Also, indicate why your organization is unable to finance training.

Applications must be postmarked by April 15, 2003. Scholarship recipient will be notified by April 25, 2003.

Return this application, narrative and your resume to:

APRA-Metro DC Chapter

P.O. Box 77205

Washington, DC 20013-8205

Upcoming Conferences

Mid-Atlantic Researchers Conference

Wednesday, June 4th – Friday, June 6th, 2003

Bryn Mawr College – Bryn Mawr, Pennsylvania

www.MARC2003.org

APRA 16th Annual International Conference

Wednesday, August 13th – Saturday, August 16th, 2003

Dallas, Texas

www.APRAhome.org

APRA-Metro DC is considering holding a one day conference in the fall of 2003. If you are interesting in volunteering, please contact Conference Chair Leslie Bivens at (202) 357-4300 or bivenle@omd.si.edu.

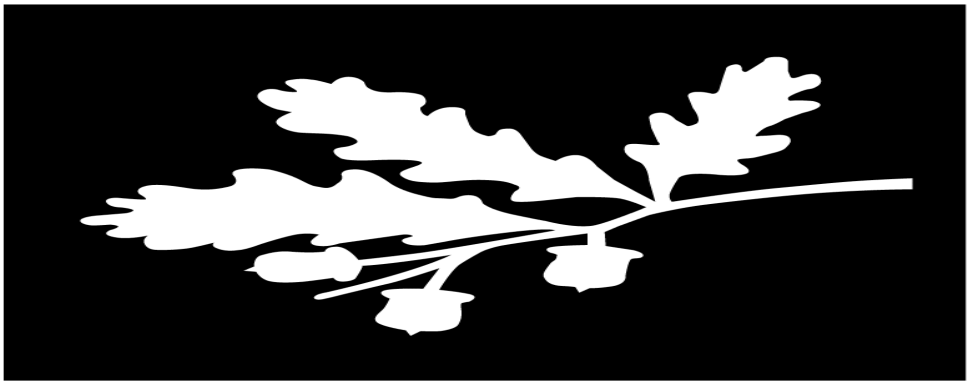
!ATTENTION: Electronic APRA-Metro DC Newsletter Only!

Due to the increasing print costs of publishing a quarterly newsletter and the strain on the limited APRA-Metro DC budget, the Board is considering producing future newsletters in electronic form only and publishing them on the APRA-Metro DC website. Questions and comments about this matter are welcomed and should be directed to Matt Moon at moon@nwf.org.

Thank you for supporting APRA-Metro DC.

If you still have not renewed your membership, or would like to join, please complete the membership form enclosed with this newsletter.

APRA



**ASSOCIATION OF PROFESSIONAL
RESEARCHERS FOR ADVANCEMENT
METRO DC CHAPTER**

APRA-METRO DC MEMBERSHIP APPLICATION

Note: Please print clearly; this information will be included in the membership directory unless otherwise requested.

Please circle all that apply:

I am a new member.

I am paying for a personal membership.

I am renewing my membership.

My employer is paying for an institutional membership.

Name _____

Work Phone _____

Title _____

Work Fax _____

Organization _____

E-Mail _____

Address _____

Please return this form, along with your check for \$20.00 payable to APRA-Metro DC to:

City _____

APRA-Metro DC
P.O. Box 77205
Washington, DC 20013-8205

State _____ Zip _____

Chapter membership provides you with the following benefits:

- Informative and engaging research-related programs and tours (such as the Library of Congress), opportunities for professional development and networking, and access to the best minds in the Washington, DC area;
- Regular "Brown Bag" lunches to meet other professionals for information exchange;
- Scholarship opportunities to attend the APRA national conference;
- The quarterly APRA-Metro DC newsletter, containing information about upcoming programs, recent events, research articles, Internet search tips, new member listings, and job openings in development research and related fields; and
- A copy of the most recent APRA-Metro DC Membership Directory, currently available in print format.



P.O. Box 77205

Washington, DC 20013-8205