



## National Philanthropy Day Committee Volunteer Position Description

**ADMIN LEAD**

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### National Philanthropy Day®

National Philanthropy Day® (NPD) is a special day set aside on the 15<sup>th</sup> of November. The purpose of this day is to recognize the generous contributions of philanthropy – and those people active in the philanthropic community – to the enrichment of our world.

Every year, the AFP Greater Vancouver Chapter hosts a National Philanthropy Day Luncheon. At this event, AFP celebrates the incredible individuals, families, and organizations that generously give their time, leadership, and financial support to benefit countless people and communities through our Giving Hearts Awards (GHA). These awards were created to acknowledge the true expression of philanthropy.

Prior to the pandemic, the NPD Luncheon was attended by approximately 600 philanthropists, volunteers, fundraisers, and support staff from over 100 non-profit organizations. In 2020, our NPD committee organized a social media campaign to recognize all the Giving Hearts Awards nominees. Last year, our team of volunteers introduced two pandemic-response award categories and organized the first-ever virtual National Philanthropy Day celebration.

### Event Details

In 2022, AFP Greater Vancouver Chapter will be celebrating its **25<sup>th</sup> anniversary** of National Philanthropy Day. Our goal is to return to an in-person event experience on **Friday, November 25**, at **Parq Vancouver** to commemorate this special milestone.

### Volunteer Responsibilities

The **Admin Lead** is responsible for providing administrative support to the NPD committee, which includes:

- Scheduling committee meetings and sending calendar invites and reminders via email and/or Slack
- Drafting meeting agendas, in collaboration with NPD Co-Chairs, and distributing them in advance of committee meetings
- Taking meeting minutes and sharing them after committee meetings
- Collaborating with AFP Greater Vancouver Chapter staff to send out NPD e-blasts (content created by Marketing & Communications team)
- Submitting requests for website updates pertaining to NPD volunteer opportunities, Giving Hearts Awards, and the National Philanthropy Day Luncheon
- Creating surveys to collect feedback from key stakeholders
- Reviewing and analyzing survey results and presenting them to NPD committee
- Ensuring NPD Google Drive folders and login credentials are up-to-date and organized
- Providing administrative support to NPD committee, as needed

### Qualifications

- Work or volunteer experience in the non-profit sector
- AFP Greater Vancouver Chapter member (preferred)
- Organized and detailed-oriented
- Proficiency with computers, especially MS Office, and Google Workspace
- Ability to plan for and keep track of multiple projects and deadlines

## **Benefits**

Volunteering with AFP gives you the opportunity to build your career by broadening your professional network and building relationships with fellow professionals in the non-profit sector located in the Greater Vancouver Area. Most importantly, volunteers contribute significantly to the development of our profession and will nurture the next generation of fundraising professionals.

## **Commitment**

Approximately 5 hours per month. The monthly commitment may increase as we get closer to the event in November.

- Attend 1-hour monthly committee meetings
- Attend subcommittee meetings when required
- Attend NPD event

If interested, please send your resume and/or LinkedIn profile to our 2022 NPD Co-Chairs, [Ellyn Schriber](#) and [Rachael Zapp](#).

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