



## National Philanthropy Day Committee Volunteer Position Description

### GHA COORDINATOR (NOMINATIONS)

---

#### 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 **GHA Coordinator (Nominations)** will work closely with the GHA Lead. This role oversees the administration and dissemination of information regarding the GHA nominations including:

- Being fully versed on the GHA nomination process and able to answer questions from local charities on nomination procedures
- Overseeing the packaging of nominations to ensure all are complete and correct with appropriate documentation included
- Packaging all nominations and distributing to Adjudication panel before the adjudication process
- Communicating with nominators if items are missing from packages
- Informing nominating organizations of the results of the panel
- Working with the GHA Coordinator (vignettes) to ensure all recipients are notified and booked for filming
- Working collaboratively to stage the GHA portion of the event

#### Qualifications

- Work or volunteer experience in the non-profit sector
- AFP Greater Vancouver Chapter member (preferred)
- Organized and detailed-oriented
- Strong communicator
- Outgoing and enthusiastic

#### 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](#).

---