

NATIONAL PHILANTHROPY DAY COMMITTEE

The National Philanthropy Day (NPD) Committee plays a pivotal role in organizing our annual National Philanthropy Day celebration and the Giving Hearts Awards, a premier event in the Greater Vancouver area that celebrates philanthropy and recognizes the exceptional contributions of individuals, organizations, and volunteers in the nonprofit sector. This highly anticipated event brings together hundreds of philanthropists, volunteers, fundraisers, and support staff from local nonprofit organizations.

Volunteer Responsibilities

Ticket Sales & Event Promotion: Manage ticket sales, coordinate promotional efforts, and meet event attendance targets to ensure a well-attended event.

Nomination Outreach: Lead efforts to solicit and encourage nominations for award categories, driving engagement from the community.

Nomination Process Management: Oversee and coordinate the Giving Hearts Awards (GHA) nomination process from submission to final award selection, ensuring transparency and inclusivity.

Event Production: Contribute to the logistics and coordination of the event day, working with the event contractor to ensure all components run smoothly and targets are met for seamless event execution.

Marketing & Communications: In collaboration with the Communications Committee, develop and execute marketing strategies across various channels, ensuring broad awareness and engagement for the event.

Event & Award Sponsorship: Identify and secure sponsorships and partnerships in collaboration with the Partnerships Committee to generate revenue, reduce event costs, and enhance the overall event experience.

Volunteer Management: Recruit, train, and manage volunteers, facilitating pre-event training sessions to ensure they understand their roles and responsibilities. On event day, oversee staffing, support key event goals such as guest experience and volunteer engagement, and ensure volunteers are recognized for their contributions.

Incorporating IDEA: Ensure IDEA (Inclusion, Diversity, Equity, and Accessibility) principles are considered throughout the event planning, nomination process, and experience for attendees and award recipients, in consultation with the IDEA Committee

Skills & Qualifications

- Passion for recognizing and celebrating the impact of philanthropy within the Greater Vancouver community.
- Strong organizational skills, with the ability to manage multiple tasks and timelines.
- Excellent communication and interpersonal skills to engage stakeholders, building lasting relationships with sponsors, volunteers, and participants for ongoing recognition and engagement.
- Ability to work collaboratively within a committee and across teams, contributing to a positive, results-driven environment.
- A commitment to promoting diversity, inclusion, equity, and accessibility in all aspects of the event.
- Event management experience an asset.

Term & Time Commitment

- Minimum commitment of one year.
- Monthly one-hour committee meetings, typically held virtually.
- Time commitment varies depending on the stage of event planning but typically involves an additional 4-6 hours per month.
- Availability required on event day in November. Exact date, time, and location to be determined.

Benefits

- Expand your professional network within the nonprofit sector.
- Build relationships with influential members of the nonprofit community.
- Opportunity to contribute to a highly impactful and reputable event that celebrates philanthropy in the Greater Vancouver Area.
- Gain valuable event planning and leadership experience.

If interested, please connect with **Katie Hearn**, our Chair of the National Philanthropy Day Committee. Katie can be reached via email at katie_hearn@sfu.ca.

