

**Volunteer Job Description:**

**Chair of AFP National Philanthropy Day**

Position Overview:

The Chair of AFP National Philanthropy Day serves as the primary volunteer leader responsible for overseeing the planning, coordination, and execution of the National Philanthropy Day event. This individual plays a crucial role in recognizing and celebrating philanthropic achievements and promoting the importance of philanthropy in the community. The Chair works closely with a dedicated committee and collaborates with key stakeholders to ensure a successful and impactful event.

Responsibilities:

* Leadership and Management:
	+ Provide visionary leadership, guidance, and direction to the National Philanthropy Day committee.
	+ Recruit, onboard, and support committee members, ensuring each member understands their roles and responsibilities.
	+ Delegate tasks and effectively manage the committee's efforts to ensure timely progress towards event goals.
* Event Planning and Coordination:
	+ Develop a comprehensive event plan, including goals, objectives, timelines, and budget requirements.
	+ Collaborate with committee members and stakeholders to develop engaging event programming and select appropriate speakers, honorees, and performers.
	+ Liaise with sponsors, partners, and vendors, ensuring their commitments are fulfilled and fostering positive relationships.
* Committee Management:
	+ Facilitate regular committee meetings, setting agendas, and ensuring effective communication and collaboration among members.
	+ Provide guidance and support to committee members in their respective areas of responsibility.
	+ Foster a positive and inclusive committee culture, encouraging teamwork, creativity, and a shared commitment to the event's success.
* Stakeholder Engagement and Relationship Building:
	+ Seek opportunities for collaboration and partnerships that enhance the impact and reach of National Philanthropy Day.
	+ Act as a spokesperson for National Philanthropy Day, promoting its mission and values within the community.
* Fundraising and Sponsorship:
	+ Work with the committee to develop a fundraising strategy and identify potential sponsors and donors.
	+ Personally engage in sponsor cultivation and stewardship, seeking financial contributions and in-kind support.
	+ Ensure appropriate recognition and benefits are provided to sponsors and donors as per agreements.
* Evaluation and Reporting:
	+ Establish mechanisms for evaluating the success of the event, including attendee feedback, impact assessment, and financial reporting.
	+ Compile comprehensive reports summarizing event outcomes, lessons learned, and recommendations for future improvement.
	+ Share event highlights and achievements with key stakeholders, promoting the impact of National Philanthropy Day.

Qualifications:

* + Demonstrated passion for philanthropy and a strong belief in its power to create positive change.
	+ Proven leadership experience in event planning, project management, or related fields.
	+ Excellent organizational and time management skills, with the ability to prioritize tasks and meet deadlines.
	+ Strong communication and interpersonal skills, capable of fostering collaboration and building relationships with diverse stakeholders.
	+ Creative thinking and problem-solving abilities to overcome challenges and create memorable event experiences.
	+ Ability to work effectively within a team environment and motivate volunteers towards a shared goal.