

**Volunteer Job Description:**

**Chair of the Nominations and Awards Subcommittee of AFP National Philanthropy Day**

Position Overview:

The Chair of Nomination and Awards for National Philanthropy Day plays a pivotal role in recognizing and celebrating outstanding contributions to philanthropy. This volunteer leader is responsible for overseeing the nomination and awards process, ensuring that deserving individuals, corporations, groups, or teams are appropriately recognized for their philanthropic achievements.

Responsibilities:

* Leadership and Management:
* Provide visionary leadership, guidance, and direction to the Nomination and Awards Subcommittee.
* Recruit, onboard, and support subcommittee members, assigning roles that leverage their skills and expertise.
* Foster a positive and collaborative team environment that encourages creativity and innovation in the nomination and awards process.
* Nomination Process:
* Develop and manage a comprehensive nomination process, including the creation of submission guidelines and timelines.
* Promote the nomination process to encourage diverse and meaningful submissions from the community.
* Review and assess nominations, ensuring they meet established criteria and align with the values of National Philanthropy Day.
* Awards Selection:
* Facilitate the selection process for award recipients, involving subcommittee members, stakeholders, and external experts.
* Ensure transparency, fairness, and impartiality in the awards selection process.
* Communicate with selected honorees and coordinate logistics for their recognition during the National Philanthropy Day event.
* Recognition Planning:
* Collaborate with the Marketing and Communications Subcommittee to plan and coordinate the recognition of award recipients.
* Work closely with the event planning team to integrate award presentations seamlessly into the National Philanthropy Day program.
* Stakeholder Engagement:
* Engage with nominees, honorees, and their networks to foster positive relationships and highlight their philanthropic achievements.
* Evaluation and Reporting:
* Establish mechanisms for evaluating the success of the nomination and awards process.
* Prepare comprehensive reports summarizing the outcomes, lessons learned, and recommendations for future improvements.

Qualifications:

* Demonstrated passion for philanthropy and a strong belief in its transformative power.
* Proven leadership experience in volunteer management, awards programs, 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.
* Ability to work effectively within a team environment and motivate volunteers towards a shared goal.