

**Volunteer Job Description:**

**Vice-Chair of National Philanthropy Day**

Position Overview:

As the Vice-Chair of National Philanthropy Day, you will serve as a key leader in overseeing the planning, coordination, and execution of this significant event. This volunteer position offers a unique opportunity for an individual with strong leadership skills, strategic thinking, and a passion for philanthropy to contribute to the success of National Philanthropy Day.

Responsibilities:

* Collaborative Leadership:
* Work closely with the Chair and other committee members to provide leadership, guidance, and support in the planning and execution of National Philanthropy Day.
* Act as a key liaison between different subcommittees, ensuring effective communication and collaboration.
* Committee Management:
* Assist the Chair in recruiting, onboarding, and supporting committee members, ensuring each member understands their roles and responsibilities.
* Facilitate regular committee meetings, setting agendas, and fostering a positive and inclusive committee culture.
* Event Planning and Coordination:
* Collaborate with committee members to develop and execute a comprehensive event plan, including goals, objectives, timelines, and budget requirements.
* Ensure that all aspects of the event, including logistics, programming, and recognition, align with the mission and values of National Philanthropy Day.
* Stakeholder Engagement:
* Build and maintain positive relationships with key stakeholders, including sponsors, honorees, volunteers, and community partners.
* Act as a spokesperson for National Philanthropy Day, promoting its mission and impact within the community.
* VIP Relations:
* Oversee the planning and execution of the VIP reception, ensuring a welcoming and well-managed experience for VIP guests.
* Work closely with the VIP liaison to coordinate special accommodations and personalized experiences for VIP attendees.
* Problem-Solving and Decision-Making:
* Collaborate with the Chair in addressing challenges, making strategic decisions, and finding innovative solutions to ensure the success of National Philanthropy Day.
* Demonstrate flexibility and adaptability in handling unforeseen circumstances.
* Succession Planning:
* Work with the Chair to identify potential successors and facilitate a smooth transition for future leadership of National Philanthropy Day.
* Mentor and provide guidance to individuals interested in taking on leadership roles within the committee.

Qualifications:

* 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.
* Ability to work effectively within a team environment and motivate volunteers towards shared goals.
* Enthusiasm for philanthropy and a deep understanding of the importance of recognizing and celebrating philanthropic achievements.