



## NATIONAL PHILANTHROPY DAY CHAIR

### Job Description

#### **INTRODUCTION/BACKGROUND**

National Philanthropy Day® (NPD) is a special day set aside on the fifteenth of November. The purpose of this day is to recognize the great contributions of philanthropy—and those people active in the philanthropic community—to the enrichment of our world.

NPD provides an opportunity to reflect on the meaning of giving and all that it has made possible. First held in 1986, NPD celebrates the endless daily contributions individuals and organizations across the world make to countless causes and missions. Last year, more than 125 AFP chapters held NPD events and activities across North America.

Through NPD, participants are able to show appreciation for all that has been accomplished in the name of giving, as well as show that there is still more to do. It's our chance to step into the spotlight for a brief moment and remind our communities, our society and the world that the spirit of giving is alive and well.

NPD, which is registered with the Patent and Trademark Office, U.S. Department of Commerce, is coordinated by the Association of Fundraising Professionals. The publication of the NPD Manual is made possible, in part, by a grant from the AFP Foundation for Philanthropy.

The NPD Chair will:

- Oversee all aspects of the Oklahoma Chapter's NPD annual event;
- Coordinate the event with the AFP Board President and Chapter Administrator to keep with budget constraints and chapter protocol;
- Be responsible for the recruitment and coordination of the NPD Committee;
- Be an AFP member in good standing
- Transfer, upon resignation, all records to successor;
- Make a personal financial commitment to the AFP Foundation through the Every Member Campaign.

The Committee's Responsibilities include:

- Awards – Responsible for determining who will be honored at the NPD celebration. While chapters are free to honor any appropriate individual or organization, AFP's Awards for Philanthropy currently honor an Outstanding Philanthropist, Volunteer Fundraiser, Corporation, Foundation and Fundraising Executive. AFP's International Headquarters encourages chapters to nominate their local award winners for one of

these categories. Information on AFP's awards program can be found on AFP's website ([www.afpnet.org](http://www.afpnet.org)) by clicking on "About AFP" and then "Awards."

- Speakers Committee – Responsible for providing presenters for the educational component of NPD's professional development.
- Luncheon/Facilities (Administration/Registration) – Responsible for ticket sales (in coordination with the Sponsorships/Underwriting chair), registration and table assignments for the event. Usually responsible for event logistics, such as food, schedule and timing of the event, and other matters.
- Table Sales Committee – Responsible for increasing table sales by contacting awardees, sponsors and others.
- Sponsorships/Underwriting – Responsible for generating corporate support of the NPD celebration, which might range from sponsorship of the entire event to the purchase of special VIP tables. Responsible for soliciting and coordinating vendor presence at event. This responsibility is sometimes merged with the Sponsorship/Underwriting function.
- Marketing/Publicity and Printed Materials – Responsible for publicizing the event both internally (preparing information for the chapter newsletter, and website and other communications vehicles) and externally (the media and other outside organizations). This member or subcommittee might also work on obtaining a proclamation from the government for the NPD celebration. Responsible for the creation and purchase of save the date postcard, invitation, program, brochure, flier and other materials.