

AFP GTA Call for Volunteers 2018 - 2019

Creating a vital, comprehensive and engaging educational experience for fundraising professional begins with committees that represent the many diverse backgrounds and viewpoints of the wide variety of fundraising professionals. **Fundraisers from any area of fundraising practice or experience level are encouraged to apply.**

To apply, please complete the [Professional Development \(PD\) Volunteer Expression of Interest Form](#) and email to info@afptoronto.org by **5:00pm on August 24th, 2018.**

The roles we are recruiting for are listed below by education property, if you would like additional information on any of these roles prior to applying please email us at info@afptoronto.org.

AFP GTA Education Committee:

Plans all webinars, workshops, luncheons and sessions for Greater Toronto AFP. The Committee is Chaired by Jennifer Williams. Roles we are recruiting for are below:

EC -Webinars

Term: Sept 2018 – Aug 2019

We are looking for a maximum of two lead volunteers to work with others to identify webinars from those already offered by AFP international and also work with AFP leadership and the Chair to identify new webinars for the 'at-your-desk' series. Reporting on opportunities and challenges back to the committee. (2-3 hours monthly)

EC - Workshops

Roles and Responsibilities:

We are looking for a few volunteers to identify workshops and speakers and work with the AFP team to organize and promote events. Working through lists of already excellent speakers, this person will also seek to engage new speakers in opportunities, as appropriate.

Time commitment: 2-3 hours monthly

EC - Partnerships and Collaborations

Roles and Responsibilities:

We are looking for a lead volunteer to increase our partnership and collaboration opportunities with like-minded organizations to enhance educational offerings to our membership and increase exposure to other groups.

Time Commitment: 2-5 hours monthly

Education Committee (EC) Representatives from Peel, York and Durham Region

If wishing to be considered for this role please clearly state which of these:

EC - Peel Representative

EC – York Representative

EC – Durham Representative

Roles and Responsibilities:

A committee member from each of these regions is required to work with the Education Committee Chair to develop the 2018/2019 educational programming in your area. Assist in topic and speaker selection as well as recommendations on location.

EC - Leadership Skills and Special Projects

Roles and Responsibilities:

We are looking for a lead volunteer to coordinate the Leadership Skills programming and work to create a strategy to grow this opportunity (including, 'what's next?'). The incumbent would also be responsible for special projects catering to specific audiences.

Time Commitment 3-5 hours monthly

EC - Fundamentals and CFRE Courses

A lead volunteer to oversee the development and promotion of these two courses and work with speakers and AFP to ensure their success.

Time Commitment: 1-2 hours monthly

EC - Social Media and Marketing

Roles and Responsibilities:

One of two lead volunteers to engage with AFP staff and others to market our activities in a compelling way and collaborate with other committees to ensure cohesive and appealing marketing and social media engagement.

Time Commitment 1-2 hours a month

EC - Mentorship

Roles and Responsibilities:

One or two lead volunteers to plan and execute a mentorship program with the support of others, including the Education Chair and AFP leadership. These activities are geared towards our Young Professionals but may include others as defined, particularly those who may be in career transition.

Time Commitment 3-5 hours a month

Congress 2019 – The Congress 2019 Planning committee is being Chaired by Matt Shaw and is comprised of a number of smaller committees. The committees will start work in September of this year. There are various roles we are looking to fill listed below:

C -Experiential Committee Chair

Everything you touch turns to FUN!

Term: 1 year (Dec 2018 – Dec 2019)

Role & Responsibilities:

This role sits on the 2019 Congress Senior Management Committee and is responsible for leading planning of Congress 2019's pre-conference and on-site experience for delegates, vendors, speakers and guests – in short, your job is to help us make the Congress 2019 memorable! This includes collaborating with AFP staff and committee members and being an active leader on-site at Congress 2019.

Time Commitment:

- 3-4 half-day meetings throughout year
- Estimated 40-50 hours total commitment (fluctuating commitment throughout the year)
- Attendance at Congress required (at reduced committee rate)

Your Skill Set:

- Above all: you have to love planning events and experiences!
- Ability to showcase ingenuity and great ideas (and budget consciousness...)
- Knowledge of trends in conferences / experience in a variety of events

C - North America & International Chair

You're a cosmopolitan fundraising professional and sometime travel agent who will make Congress 2019 an international destination.

Term: 1 year (Sept 2018 – Dec 2019)

Role & Responsibilities:

This is a role for a senior professional with significant experience interested in helping to shape Congress 2019's outreach into other North American and international markets. This is a new position on the SMC seeking to develop a short and long-term strategy for raising Congress' international profile, and using your extensive contacts and connections to promote Congress to a North American and International audience. This may include the creation and management of a small volunteer group of advisors.

Time Commitment:

- 3-4 half-day meetings throughout year
- Estimated 40-50 hours total commitment beginning Sept 2019
- Occasional ad-hoc meetings with Chair/Chair-Elect/Education Chair
- Attendance at Congress required (at reduced committee rate)

Your Skill Set:

- Knowledge of international fundraising trends / professional development opportunities
- Extensive connections in national/global fundraising community
- Knowledge of trends in conferences / experience in a variety of events

C - Digital & Innovation Chair

Your love of cool tech, new ideas and increasing productivity will help transform how we manage Congress and deliver a great experience.

Term: 1 year (Sept 2018 – Dec 2019)

Role & Responsibilities:

This new SMC role is focused on finding new ways to maximize digital technology for marketing and experiential committees, as well as tackling some strategic priorities to improve Congress management team's planning. These include:

- Improving the Congress app experience
- Lead a project for dedicated Congress 2019 microsite
- Lead automation/digitization of education review process
- Implement conversational marketing platform for microsite
- Other tech opportunities that you identify

Time Commitment:

- 3-4 half-day meetings throughout year
- Occasional ad-hoc meetings as needed with Chair/Chair-Elect/Education
- Estimated 50-65 hours total commitment beginning Sept 2019

Your Skill Set:

- Web best practices and trends
- Digital marketing/conversational marketing
- Data collection and management (e.g. databases)
- Productivity tools

C - Young Professional Chair

You're bright-eyed, bushy tailed and current, with a keen understanding of what matters to young fundraisers.

Term: 1 year (Dec 2018 – Nov 2019)

Role & Responsibilities:

A unique opportunity for a young fundraiser to learn and represent the interests of other young and mid-career fundraisers in the AFP community, you advise the SMC on ways to recruit and engage with young fundraisers and ensure that we are providing a valuable education experience to the future leaders of our profession. This role includes managing the SMC's daily administration, including agendas, minutes, and files, with particular support for the Chair/Chair-Elect/Education Chair.

Time Commitment:

- 3-4 half-day meetings throughout year
- Ongoing ad-hoc meetings as needed with Chair/Chair-Elect/Education
- Estimated 50-75 hours total commitment beginning Sept 2019

Your Skill Set:

- Working fundraiser or recent graduate of fundraising program
- Demonstrated willingness to do the admin work – with quick turnaround
- Activeness in young professional fundraising community is an asset

C - Marketing & Communications Committee Member

Term: 1 year (May 2019 – Nov 2019)

Role & Responsibilities:

- Market and promote Congress 2019 to meet revenue and attendance goals
- Apply your own communications experience
- Collaborate with and support AFP staff

Time Commitment:

- Weekly or biweekly conference calls; occasional meetings as scheduled
- Ongoing ad-hoc touchpoints with Marketing and Communications Chair
- Estimated 30-40 hours total commitment

Your Skill Set:

- Marketing/communications/writing experience
- We need volunteers from a variety of marketing/communications/social media backgrounds
- Apply and tell us your areas of interest

C - Education Committee Member

Term: 1 year (December 2018 – Nov 2019)

Role & Responsibilities:

- Support the Education Committee Chair to develop the 2019 educational program
- Participate in a comprehensive proposal review and selection process

Time Commitment:

- Weekly or biweekly conference calls; occasional meetings as scheduled
- Ongoing ad-hoc touchpoints with Marketing and Communications Chair
- Estimated 30-40 hours total commitment

Your Skill Set:

- Broad understanding of sector trends and issues
- Concentrated expertise in particular fundraising areas, OR generalist approach with a wide understanding of fundraising portfolios and practices
- Discretion, diplomacy and fairness
- Exposure to the international fundraising sector and speakers is a benefit

Fundraising Day: Fundraising Day 2019 Planning Committee is chaired by Maeve Strathy and is made up of a team of leads on various aspects of the day. The committee will start planning in September of this year and Fundraising Day takes place May 30, 2019.

FD - Delegate Experience

Term: 10 months (Sept 2019 – June 2019)

Role and Responsibilities:

- Lead development of delegate experience “surprise and delight” moments à pre-party, morning welcome, and after party
- Attend meetings – in-person when possible, by phone when not
- Input on education session development

Time Commitment:

Approximately 6 hours total per month, including one 2-hour meeting on a monthly basis.

FD - Marketing & Communications

Term: 10 months (Sept 2019 – June 2019)

- Lead development of conference marketing and communication strategy
- Support AFP staff in putting together e-blasts and other delegate communications (website, sponsorship booklet, etc.)
- Attend meetings – in-person when possible, by phone when not
- Input on education session development

Time Commitment:

Approximately 6 hours total per month, including one 2-hour meeting on a monthly basis.

FD - Education

Term: 10 months (Sept 2019 – June 2019)

- Lead development of education sessions for Fundraising Day
- Attend meetings – in-person when possible, by phone when not

Time Commitment:

Approximately 6 hours total per month, including one 2-hour meeting on a monthly basis.

FD - Keynote & Special Sessions

Term: 10 months (Sept 2019 – June 2019)

- Lead development of keynote speaker session and other special education elements of the day (fireside chat, etc.)
- Attend meetings – in-person when possible, by phone when not
- Input on education session development

Time Commitment:

Approximately 6 hours total per month, including one 2-hour meeting on a monthly basis.