



NPD Communications Coordinator

The purpose of the NPD Communications Coordinator role is to work in collaboration with the Communications Committee and National Philanthropy Day Committee to inform Chapter members and non-members of National Philanthropy Day event information, and ongoing recognition of NPD sponsors and award recipients throughout the year.

Roles and Responsibilities:

- Creates NPD specific content including social media and newsletter articles for the purpose of event promotion and sponsor and award recipient recognition
- Works with the Director, NPD, Administrator or other Board members to create content to be provided to other Communications Committee members for the promotion and recognition of NPD
- Ensures frequently scheduled communication to maintain supporter engagement as scheduled through project management software, as well as publishing other time-sensitive content as required
- Create content in line with AFP and NPD Brands through design software
- Works with the NPD Committee to ensure all event marketing materials are in line with brand guidelines, and free of errors
- Actively participates in committee and board planning as required
- Promotes the mission and vision of AFP Edmonton & Area Chapter
- Acts as a board liaison, and resource to fellow fundraising professionals
- Turn over to the successor all chapter records and/or property immediately upon completion of term or resignation prior to completion of term

Length of Term: 1 year terms with the maximum of eight terms total

Average Time Commitment per Month: 4-8 hours per month, in peak months October and November closer to 10-15 hours per month

- Committee Meetings: 1-2 hours monthly
- Portfolio Work Time: 3-6 hours monthly*
- Total monthly commitment: 4-8 hours per month

**It is important to note that work within Working Groups will fluctuate throughout the year. The estimates above reflect the average amount of time projected.*