



Job Description Chapter Administrator Association of Fundraising Professionals – Manitoba Chapter

The Association of Fundraising Professionals (AFP) is an international association that advances philanthropy by enabling people and organizations to practice ethical and effective fundraising. The core activities through which AFP fulfills this mission include education, training, mentoring, research, credentialing and advocacy. The association, through its chapters, fosters development and growth of fundraising professionals and promotes high ethical standards in the fundraising profession.

The Position:

AFP Manitoba is seeking a Chapter Administrator to join the organization on a permanent basis. This role offers a meaningful opportunity to support and advance the philanthropic and nonprofit sector in Manitoba while contributing to initiatives that create lasting community impact.

The Chapter Administrator is responsible for overseeing the day-to-day operations of the chapter and working collaboratively with Board Chairs to support their portfolios in alignment with the chapter's strategic plan. Through effective administration and strong partnership with volunteer leadership, this position helps ensure the chapter's continued success in serving fundraising professionals and strengthening communities across the province.

This position reports to the President of the Association of Fundraising Professionals – Manitoba Chapter and offers a flexible and collegial working environment for an individual who values collaboration, purpose-driven work, and professional engagement.

Key Responsibilities

- Ensure the efficient and effective administration of the chapter's day-to-day operations in support of its mission and community impact
- Deliver a consistently high level of customer service to members, partners, volunteers, and stakeholders

- Coordinate the chapter's signature event, the **Manitoba Philanthropy Awards**, celebrating excellence in community leadership and giving
- Book venues for meetings and events, and administer registration for breakfasts, luncheons, and occasional full-day courses
- Compile and distribute monthly board reports in advance of meetings; attend board meetings and prepare and circulate meeting minutes
- Provide comprehensive event support, including logistics, audiovisual coordination, catering, name tags, surveys, and on-site assistance
- Administer the weekly Job Posting service, supporting career development within the nonprofit and philanthropic sector
- Administer, safeguard, and maintain chapter records, ensuring regular computer backups and data integrity
- Collaborate closely with Board members to support objectives and fulfill governance responsibilities, including maintaining a calendar of key dates and actions for the President and President-Elect
- Track action items and support the Board in their timely completion
- Support all board portfolios and committees with administrative needs, including maintaining the chapter website, coordinating member communications, organizing event materials, maintaining member and statistical records, chapter policies, and other general administrative duties as required
- Maintain and update the chapter's social media channels to support engagement, promote events and initiatives, and highlight the chapter's impact in the community

QUALIFICATIONS AND COMPETENCIES

- Minimum of 3 years of experience as an Administrative Professional in a fast-paced environment
- Excellent event planning skills
- Experience working with volunteers
- Excellent written and oral communication skills
- Excellent organizational and multi-tasking abilities (manage time sensitive requests)
- Above average to expert level skills with MS-Office Suite of products PPT, Word, Excel, etc. required
- Experience with website updates, social media, and marketing platforms such as MailChimp and Hootsuite preferred
- Experience with Audio/Visual an asset
- Experience with other software such as photo editing and graphics would be an asset
- A strong ability to work independently and take initiative

Working Conditions:

- Flexible work week as required to accomplish all tasks successfully (10-15 Hours)
- Occasional evening and weekend work required.
- Fast-paced environment during event days with frequent public interaction.
- Increased working hours during event times.
- The role will be reviewed annually for performance and objective setting by the President, Past President and President-Elect.
- Applicants must be legally entitled to work in Canada
- This position may require some evenings and/or weekends work • Incumbent must have a valid class 5 driver's license and regular access to a vehicle
- Hourly rate: \$20/hour.

If you are interested in this opportunity, please submit your resume to AFP Manitoba President, Mary Beth Taylor, at [AFP President](#)