

Maritime Fundraising Conference | Chair Job Description

Last Updated: December 2025

Reports to: AFP NS Board of Directors

Primary Contact: Chapter President

Introduction

The Maritime Fundraising Conference (herein 'MFC') is an annual event hosted by AFP Nova Scotia to advance knowledge, networking and skill-building in the charitable sector. The Conference takes place annually in the fall and is organized by a volunteer committee and sub-committees composed of AFP-NS Board Members, Chapter Members, and non-Members. The MFC committee is a sub-committee of the AFP Nova Scotia Chapter board of directors. The MFC Committee Chair, supported by a Vice-Chair and committee members, is responsible for the general oversight of conference planning, coordination, education, committee recruitment, sponsorship recruitment, sponsor activation and other aspects required to execute the Maritime Fundraising Conference. The Chair maintains primary oversight for the Education and Sponsorship portfolios.

Appointment

Following a successful application and selection process lead by the designated AFP Nova Scotia Board Director, the Director bring forward the recommendation to appoint the Chair for Board approval.

Responsibilities

- Cultivate a positive, collaborative, learning, networking and mentorship experience for committee members and other key stakeholders such as industry partners, sponsors, and attendees.
- Manage and execute critical path
- Host, schedule and lead MFC Committee meetings.
- Present committee progress updates at monthly AFP-NS Board meetings and seek board approvals as required.
- Where time allows and in collaboration with Vice-Chair and MFC organizing committee, establish a theme for the conference to be approved by Board.
- Lead procurement of venue and digital hosting platform, if any, in conjunction with the committee's Logistics Lead.
- Lead the event's budget development, approval and oversight.
- Provide accountability structures, mentorship and support to the volunteer Leads, including Education, Logistics, and Vice-Chair.
- Selection, recruitment, and onboarding of Vice-Chair
- Selection, recruitment, and onboarding of MFC Committee members with support from Vice-Chair and existing committee members.
- Orient committee members on the value, goals and objectives of AFP
- Participate in the RFP process for a consultant, as needed.

- Engaging potential conference partners such as other AFP Chapters, IONS and CAGP.

Accountability

The MFC Chair shall:

- Collect progress reports from each member of the MFC Committee and present monthly verbal and written reports to the AFP NS Board of Directors for review at monthly board meetings; monthly reports are submitted to the AFP NS Chapter Administrator the Monday prior to the next scheduled Board meeting. Reports not submitted in advance will be deferred.
- Seek necessary approvals from the Board of Directors and report on MFC activities, outcomes, and recommendations during the Committee Reports section of the agenda.
- Draft and submit a post event report
- Necessary approvals from the board include:
 - Budget
 - Education line-up
 - Venue
 - Date
 - Theme

Qualifications

- Must be a resident of Nova Scotia or PEI.
- A friend of AFP Nova Scotia; both members and non-members shall receive equal consideration.
- Strong organizational skills and ability to balance and advance multiple project areas.
- Ability to read, amend and analyze budgets and other financial materials.
- General knowledge of the nonprofit sector in the Maritime context.
- Comfortable with networking and public speaking engagements.
- Self-motivated; ability to advance work under little supervision.
- Understanding of sponsorship functions, contract negotiation and solicitation experience.
- Strong sense of accountability.
- Strong facilitation skills.
- High competence in problem-solving, decision-making and thought leadership.
- Personal commitment to and understanding of Inclusion, Diversity, Equity and Accessibility (IDEA) principles.
- Knowledge, interest and/or experience in event planning, project management and people leadership.
- Experience working with diverse stakeholder groups including volunteers, members, vendors, counsel and sponsors.

Term

The MFC Chair appointment is a thirteen (13) month term from approximately September - October. The selected Chair may renew their term upon board review and approval.

Recruitment Process

1. Applications open Nominations Committee reviews recommendation report from the MFC Committee.
2. Nominations Committee reviews applications and determines shortlists.
3. Two members of the Nominations Committee conduct interviews with shortlisted applicants.
4. Make a selection and call references.
5. Offer letter (signed by AFP NS Chapter President) presented to candidate.
6. Candidate signature.
7. Communication of recruitment outcomes with non-selected applicants.
8. Public Announcement of Chair appointment.