

Fund Development Committee Co-Chair

Department	Community & Volunteer Engagement Coordinator
Supervisor	Community & Volunteer Engagement Coordinator
Description	To assist agency in planning and executing fund development initiatives and events throughout the fiscal year. The Fund Development Committee meets monthly, unless otherwise noted by Executive Director, or may be more frequent during events.
Time Commitment	5+ hours per month, 6 months commitment
Training	General Agency orientation session, an HIV/AIDS 101, LGBTQ+, and Harm Reduction 101 are required and will be provided

What's in it for you?

- ✓ Gain experience with Fund Development initiatives and planning
- ✓ Gain leadership skills
- ✓ Assist the agency in fundraising initiatives
- ✓ Opportunity for a letter of reference
- ✓ Perform meaningful work that impacts the community

Duties:

- ✓ Attend and facilitate scheduled meetings to develop fundraising initiatives
- ✓ Plan and organize fundraising events
- ✓ Evaluate fundraising events to ensure that they are beneficial to the agency
- ✓ Maintains a positive, welcoming, and professional demeanor at all times
- ✓ Understands and maintains confidentiality at all times in all areas of work

Qualifications/Skills:

- ✓ Excellent organization and time management skills
- ✓ Creativity and initiative
- ✓ Excellent oral and written communication skills
- ✓ Must be reliable and able to work independently
- ✓ Must be able to communicate professionally with community organizations and work as a team player
- ✓ Clear understanding and commitment to confidentiality at all times
- ✓ Experience in fund development or event coordinating an asset

Please submit your applications to Keely at kmurdock@aidswindsor.org or call 519-973-0222 ext. 112