

## Fund Development Committee Volunteer

Department	Community & Volunteer Engagement Coordinator
Supervisor	Community & Volunteer Engagement Coordinator
Description	To assist agency in 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	2+ hours/month, 6 months
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 real world experience, develop skills & network in the nonprofit sector
- ✓ Opportunity for a letter of reference
- ✓ Perform meaningful work that impacts the community

### Duties:

- ✓ Attend and participate in weekly or monthly 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](mailto:kmurdock@aidswindsor.org) or call 519-973-0222 ext. 112**