

FUNDRAISING SUPPORT

Volunteer Position Description



Summary

As a Fundraising Support Volunteer for the local chapter of The Shoebox Project for Women, you will be assisting fellow chapter members develop and implement chapter initiatives, establish relationships within the community and raise awareness of the project as well as duties specific to your position. As Fundraising Support Volunteer, you are helping The Shoebox Project across North America in their efforts to support women impacted by homelessness.

Duties & Responsibilities

- Attend regular meetings as set forth by the Local Coordinator or Fundraising Coordinator of the Chapter
- Help raise awareness about the charity and its work at local and national levels
- Work with the Local Chapter Coordinator/Fundraising Coordinator to help implement fundraising initiatives for chapter supported initiatives (events/grants/corporate/individual donors, etc.)
- Aid with fundraising logistics such as setting up and taking down displays at local businesses, gathering/distributing fundraising materials in the community, gathering and distributing fundraising/auction items, assisting with auction details, communicating with local businesses on fundraising initiatives, aiding in setup/take down of in person fundraising events and the various logistics of events such as registrations, decoration, food, appreciation, etc.

Qualifications:

- Interest in issues related to women's homelessness and desire to give back to your community
- Open minded and not afraid to make "the ask"
- Excellent verbal and written communication skills
- Ability to work independently as well as in a team environment
- Strong interpersonal skills and are flexible and outgoing
- Strong organization and time management skills

Technology Capabilities Requirement: Remote access ability. You will be required to use your own computer/laptop and will need to have access to an email account that you will use to conduct Shoebox related correspondence on our behalf.

Screening Requirements: Application, Interview

Time Commitment: 2-5 hours per month

Duration: Minimum 1 drive season

FUNDRAISING SUPPORT

Volunteer Position Description



Training & Supervision: Training provided through video conference or in person when able, written processes. Training & Supervision conducted by the Chapter's Local Coordinator

Benefits of Volunteering: Utilize your professional skills to play an active role in helping women impacted by homelessness, build valuable skills that are transferable, be a positive member on a team, gain experience, letter of reference may be provided if requested, upon completion of commitment duration.

We value and are strongly committed to equity, inclusion and diversity within our organization. We welcome and encourage applications from all gender identities and expressions, LGBTQ+, religious backgrounds, people of colour, Indigenous peoples, and persons with disabilities. Should you be in need of any accommodation please let us know by phone or email. Accommodations will be made upon request wherever possible and all information provided will be handled confidentially.