

FUNDRAISING COORDINATOR

Volunteer Position Description



Summary

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

Duties & Responsibilities

- Attend regular meetings during off months (February to September) and on a weekly basis during campaign months (October to January)
- Work with the Local Chapter coordinator to help develop and implement a strategy for chapter supported funding and donation initiatives (events/grants/corporate/individual donors, etc.)
- Work with the Local Chapter coordinator to help develop and implement new fundraising campaigns and events
- Increase funds by researching and targeting charitable trusts whose criteria match the charity's aims and activities
- Help raise awareness about the charity and its work at local and national levels
- Work closely with the Marketing & P.R. Coordinator to ensure that all fundraising efforts (hosted by the Committee or community members), are properly advertised on local community platforms
- Work closely with the Social Media Coordinator to ensure that all fundraising efforts (hosted by the Committee or community members), are properly advertised on all chapter social media platforms
- Organise and manage volunteers to carry out various functions within the fundraising team (ie: virtual/online fundraising, in person social events, etc)
- Manage and maintain databases to record donor contact information

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"
- Experience with previous fundraising initiatives, campaigns and/or events
- Experience with charitable organization grant writing and/or donation request submission
- Excellent verbal and written communication skills
- Computer savvy (specifically Google based applications), comfortable communicating via email and connecting through social media platforms
- Ability to work independently as well as in a team environment
- Ability to oversee and lead a team of volunteers
- Strong interpersonal skills and are flexible and outgoing
- Strong organization and time management skills

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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, Reference Check

Time Commitment: 2-5 hours per month during off months (February to September) and 2 hours per week during campaign months (October to January)

Duration: Minimum 1 drive season

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.