



inclusion
powell river

Fundraising Assistant Volunteer

Fundraising Assistant Description

Fundraising assistant volunteers help with the planning and/or marketing of specific fundraising campaigns on behalf of inclusion Powell River. The Fundraising Assistant supports the Fundraising Committee in achieving specific fundraising goals, to support inclusion Powell River's services and supports that fall outside of contracted funding streams.

Volunteers must have a criminal record check, attend an interview and provide at least two references.

Key Responsibilities

- Provide support to the Fundraising Committee to plan and execute successful fundraising events and/or campaigns
- Approach individuals, schools, universities, business, and service clubs for sponsorship and donations
- Assist in marketing events and campaigns
- Basic administration as needed to support the campaigns – coordinate mailings, data entry, etc.
- Attend planning meetings and/or events as needed

Qualifications

- Understanding and shared belief in inclusion Powell River's vision, mission and values
- Organized, reliable and creative
- Team player who is able to work independently
- Experience writing persuasive letters or proposals (asset)
- Professionalism and confidentiality

The duration of this commitment can be determined to meet your needs but we do request a minimum 3-month commitment.

If you are interested in volunteering, please submit an online application, call us at 604-485-6411 ext 200 or email us at: humanresources@inclusionpr.ca.