**VOLUNTEER POSITION DESCRIPTION**

**Fundraising Lead**

**Position Description:**

Title: Fundraising Lead

Volunteer Term: 1 year

Reporting to: Fund Development Committee Chair

Duty Level: Vote on Fund Development Committee

**Primary Objective of the Fund Development Committee:**

To raise monies to support the mission of Aphasia Nova Scotia, through various modes such

as fundraising, grant writing, and corporate sponsorships.

**Role of the Fundraising Lead:**

* Raise monies to support the mission of Aphasia Nova Scotia through fundraising

**Responsibilities:**

* Research new fundraising opportunities in the local and surrounding communities, co-implementing them with Community Programs and Events Committee and Communication Committee
* Support and develop existing fundraising opportunities of Aphasia Nova Scotia (e.g.
* Voices for Aphasia Music Day and Silent Auction, Blue Nose Marathon)
* Solicit donations for Voices for Aphasia silent auction
* Write letters of request for donations
* Write follow-up ‘thank you’ letters for donations and distribute
* Coordinate with Communication Committee on posts/updates about donations and fundraisers
* Apply for licensing with Department of Alcohol and Gaming (Annual Raffle)
* Boost funding in order to implement new projects for Aphasia Nova Scotia

**Requirements/Expectations:**

• Strong interpersonal skills and a friendly phone manner

• Excellent verbal and written communication skills

* Creativity
* Reliability
* Interested in making a difference for Aphasia Nova Scotia and its members
* Able to work independently, exercise confidentiality and good judgment
* Strong organizational and time management skills
* Strong attention to detail and an ability to prioritize
* Current and satisfactory Criminal Record check and Vulnerable Sector search
* Experience in related background such as fundraising, marketing, public relations an asset

**Training /Orientation:**

* Orientation and training will be provided for volunteers (1-2 hours)
* Need for specific training will be identified in collaboration with the Committee Chair and

Volunteer Coordinator

**Support:**

• Monthly check-in with the Committee Chair to review volunteer satisfaction, meeting of

expectations, and to identify any need for professional development

**Time Commitment:**

* Ability to work 10-20 hours per month on fundraising projects and initiatives (with much

work able to be done from home)

* The Fund Development Committee shall meet monthly as required at the call of the Committee Chair. Meetings may be conducted via electronic format (e.g., Skype).

**Resources:**

Aphasia NS Google Docs is used for Fund Development Committee documents. Link and access granted by committee chair.

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Updated by Vice President December 2019.

Approved by Fund Development Committee Chair December 2019