



Rideau Canal Museum

Volunteer Position Description

Fundraiser

Purpose of the Role:

- To improve the financial status of the RCM
- To seek out funds applicable to RCM projects, programs and displays
- Expand current fundraising efforts and support/manage existing

Location:

- At the RCM, Smiths Falls

Duties and Responsibilities

- Seek out potential sources of funding applicable to RCM activities
- Complete applications as required for potential funds
- Seek out donations, contributions from local businesses and other sponsors
- Work with Event Planner to co-ordinate fund raising opportunities

Time Requirements:

- 4-6 hours per week (avg)
- Year round

Skills and Qualifications Required

- Experience in fundraising (an asset)
- Familiarity with philanthropic groups and sources of funding
- Outgoing personality
- Proficient in filling out fundraising applications
- Excellent interpersonal skills

Benefits:

- Share/expand fundraising skills including networking, application submission, business solicitation
- Enables RCM to improve its community profile/niche in community
- Enables for education of the general public re: significance of Rideau Canal and World Heritage Site
- Opportunities to meet new people, expand skills



Rideau Canal Museum

Orientation and Training

Provided by the RCM Manager or VC:

- Tour of the museum and its facilities
- Training on volunteer policies and procedures
- Detailed review of existing fundraising efforts and potential sources of funding

Level of Screening Required

- Application and Interest Form Completed
- Interview Completed (can be conducted by telephone)
- 2 personal reference/recommendation check completed
- Criminal Records Check may be required

Supervision

- To be provided by RCM Manager

Safety Considerations/Precautions

- All volunteers will take into consideration and act in accordance with health and safety policies and best practices in the execution of their task

Date description developed:

March 2010

Date reviewed/revised: