



REAL Volunteer Job Description

Project Co-ordinator REAL Fundraising Planner

Purpose of the role

- To seek out and secure funds to support, deliver REAL programs and projects

Location

- In the REAL Region

Duties and responsibilities include:

- Working with fundraising committee, develop fundraising strategy
- Plan and deliver fundraising events
- Develop major donor strategy
- Seek out opportunities in the REAL community to secure funds from a variety of sources including individuals, businesses, governments, organizations
- Develop campaigns to raise funds e.g. auctions, art and/or music shows, fundraising dinners, etc.
- Purchase and arrange for sale of fundraising items e.g. hats, clothing, objects
- Stage fundraising efforts at specific events .e.g. fairs, trade shows, workshops, etc.
- Supervise individuals to achieve the above

Time requirements

- 10-20 hours per month
- One Year long commitment (min.)
- All year round

Skills and qualifications

- Fundraising experience an asset
- Organized, self starter, energetic, familiar with community, outgoing
- Excellent communication skills, verbal and written
- Excellent interpersonal skills
- Experience working with boards and committees
- Knowledge of REAL's environmental programs, projects, events, language and local issues

Benefits

- Improve success in fundraising skills, efforts
- Networking and making new contacts
- Participate in delivery of REAL's mandate/vision
- Enables REAL to improve its financial stability



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- Enables REAL to improve its efficacy in delivering its mandate
- Enables REAL to improve/expand its community profile/niche
- Enables for education of the general public re: environmental issues

Orientation and training

Provided by board designee

- Familiarization of past and present REAL fundraising efforts
- Familiarization of REAL, policies, programs and procedures
- Training on volunteer policies and procedures

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

- Takes direction from and reports to board designee

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: