



## Volunteer Job Description – Fundraising Volunteer

**Summary of Position:** support the Kelowna Fire Museum and Education Centre in increasing the reach and scale of our programming and support the growth of the organization. Responsible for a wide variety of fund development, communications and administrative activities, volunteers will need to be committed, flexible and able to work on their own initiative.

### Qualifications:

- Willing to gain an understanding of The Kelowna Fire Museum and Education Centre's vision and programs
- Proven organizational abilities
- Strong problem-solving and teamwork skills
- Ability to research and identify funding sources
- Experience in fundraising and marketing skills is an asset, but not required
- Strong interpersonal and communication skills
- Creativity
- Ability to manage details
- Dedicated individual who is committed towards a great cause.

**Responsible To:** Director of Volunteers and Donor Relations

### Primary Responsibilities:

Activities will vary depending on the skills and experience of the volunteer(s) but will include some or all of programme, special event and fund development.

- To research and identify suitable trusts and foundations from which to seek programming funds. In collaboration with the Board of Directors and Grant Writer volunteers, to write, submit and follow up on funding applications.
- To research corporate donors and sponsors for financial and in kind support; and working with the Board of Directors, develop proposals and coordinate approaches to prospects.
- To manage small scale donor development events including organising publicity, invitations, venues, hospitality and managing the expenditure budget associated with the events.
- To work with the Board of Directors to design and deliver fundraising campaigns for individual donors.
- To research potential major donors and possible links to them or means of approach.
- To work with the Special Events committee in researching, developing and organizing special events and fundraising activities.

### Training Provided:

Orientation to the facility and regular meetings with the Director of Volunteers & Donor Relations to plan activities, monitor progress and provide data, background information and problem-solving support.

### Benefits of Volunteering:

- Make new community contacts.
- Gain community recognition for professional pro bono work.
- Recognition and appreciation according to the Kelowna Fire Museum and Education Centre's Volunteer program.

**Length of Commitment:** minimum 3 months

### Grounds for Termination:

- Failure to carry out assigned responsibilities
- Misrepresenting the Society or its policies
- Breach of confidentiality

**Contact Person:** Director of Volunteers & Donor Relations

**Date Revised:** July 2010