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Volunteer Description: Fundraising & Development Volunteer

Purpose

As a not-for-profit organization with limited funding, internal fundraising efforts are an important part of ACCM's development. From cold calls to art auctions, in-kind donations to major grants, we have a lot going on. We are looking for reliable, outgoing, and bilingual volunteers who can help our Development Coordinator with this heavy load.

Main Responsibilities

- Work with the Development Coordinator to establish and execute ACCM's fundraising strategies
- Solicit in-kind and monetary contributions and sponsorships from individuals, local businesses, and partner organizations
- Assist in event coordination, including large-scale fundraisers like Artsida7
- Help maintain our donor database
- Write, edit, and translate grants that support ACCM's programs and service
- Liaise with student groups, community organizations, and other non-profit partners to develop community support
- Steward potential donors by introducing them to ACCM, and facilitating mutually beneficial partnerships
- Other tasks as assigned that both support fundraising and the organization's mandate

Personal Qualifications and Skills

- Excellent communication skills, written and spoken in French and English
- Outgoing, personable and able to network
- Organized, reliable, responsive and able to work autonomously
- Experience with communications or marketing an asset
- Committed to principles of harm reduction and anti-oppression
- Experience/knowledge in HIV/AIDS, sexuality, sexual health an asset

Time Commitment

In addition to Volunteer Orientation, expect to give approximately four hours per week. All volunteers are required to make a six month commitment.