



2075 Plessis, Montréal H2L 2Y4 514 529 9462 info@accmontreal.org www.accmontreal.org

Volunteer Description: Projects & 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 volunteers with grant writing or event coordination experience to help our Development Coordinator and Executive Director with this heavy load.

Main Responsibilities

- Researching grant opportunities and assisting in preparation of grant application
- Assisting with coordination of major art auction fundraiser, Artsida (artsida.org)
 - Securing sponsorships and donation
 - Data entry and administrative work
 - Social media maintenance
- Securing donations based on requests from staff
- Attending to other tasks and requests that may arise week to week

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 4 hours per week. All volunteers are asked to make a six month commitment.