



Job Title: Fundraising Coordinator

Position Type:

Volunteer

Compensation:

Unpaid Position

No. of Positions:

1

Commitment:

Minimum 1 year

Location:

Durham Region

The Animal Guardian Society volunteers are the most valued assets of our charity. They are essential participants with a shared responsibility in fulfilling our mission. Every volunteer is responsible for adhering to practices that are in accordance with applicable laws and to a code of ethics that reflect the highest standards of individual behaviour. Our organizational structure encourages volunteer involvement, open communication, teamwork and cooperation.

Our Mission: *It is our mission to provide rehoming and medical care to displaced companion animals and to support the community in the areas of humane education, behaviour counselling, the promotion of responsible pet ownership and meeting the needs of animals.*

Job Description:

Fundraising Coordinator will gain the opportunity to work in a team environment and impact the power of aiding animals in need, all while building new connections and having fun! We value strong partnerships and aspire to support and strengthen our program working with Community Partners. Supporting fundraising initiatives, this role is accountable to work with the Outreach and Events team and provide support for various events such as: Pub nights, organized walks, pet store outreach, puppy and kitten yoga, etc. There is flexibility in the role to bring your own fundraising ideas and participate in outreach activities. You will report into the Executive Committee monthly with updates to fundraising activities. The time commitment for this position is approximately 1-3 hours per week but can vary week by week depending on the events schedule. The successful candidate needs to have access to a vehicle or some other means of transportation that would allow them to commute to event locations within Durham Region as required.

Responsibilities:

- Developing fundraising programs
- Recruiting sponsors and volunteers to assist with fundraising activities.
- Maintaining relationships with current donors
- Planning and overseeing campaigns and events to raise money and other kinds of donations
- Work closely with Social Media Coordinator to advertise and promote fundraising events, along with summary of events after events are complete (including funds raised)
- Building relationships and exploring new fundraising opportunities
- Accountable for ensuring funds raised from events are submitted to TAGS administration in a timely manner.
- Provide Volunteer Coordinator with regular volunteer status updates should a volunteer under your functional area resign
- Updating google docs on a regular basis

Qualifications:

- Enjoy working with the public and have an outgoing personality
- Self-motivated with a drive for success
- Strong communication skills with a proven team building competence required



- Excellent organization and time management skills
- Excellent interpersonal skills, along with problem solving and negotiating
- Leadership skills is a must
- Event planning experience is preferred
- Experience in applying for grants is considered an asset
- Available evenings and weekends
- Supports the overall goals of the organization
- Proficient in Microsoft Word and Excel, experience with Google Docs and Email is mandatory

If this position interests you, please complete a [volunteer application form](#) and forward your resume to tagsexecutive@yahoo.ca. We appreciate your interest in volunteering with us, however, only those applicants selected for interviews will be contacted.