

## FUNDRAISING, RESEARCH & DEVELOPMENT VOLUNTEER

**Hours:** 20 hours month

**Type:** Remote Work

**Interviews:** January 17 - 28

Community Volunteer Connections is a community based, registered charity with a 45-year history of promoting and facilitating volunteer programs and projects, connecting volunteers with not-for-profits. Our vision is a world where volunteers are connected to their community in meaningful volunteer engagement. We support the voluntary sector and public sector in Coquitlam, Port Coquitlam, and Port Moody, providing volunteer resources, volunteer management support, and networking opportunities.

### Overview:

- The Fundraising Researcher/Developer will work under the direction of the Executive Director on a project to establish the annual fundraising strategy in order to assist CVC in achieving their fundraising goals.

### Deliverables/Duties:

- Research potential donors to gain insights into their needs and donation habits to understand how to appropriately relay a compelling story to them on behalf of CVC.
  - Develop strategies for attracting potential donors and for building relationships with them.
- Research major fundraising opportunities with an emphasis on foundation (grant opportunities), corporate, community business giving and/or government.
  - Develop a plan that is tailored for foundations, individual corporations, community businesses and government to leverage the fundraising opportunities identified.

### Time Commitment:

- Start Date: February 1, 2022
- 3-month term (a minimum of 20 hours per month)

### How to apply – applicants to submit by January 15, 2022:

- Cover letter
- Resume

### Where to apply:

Community Development Committee – email: [dev.com@volunteerconnections.ca](mailto:dev.com@volunteerconnections.ca)