



Job Description

Job Title	Fundraising Volunteer
Reports To	Volunteer & Support Line Coordinator; Office & Donor Administrator
Date	October 17, 2018

Job purpose

Reporting directly to the Volunteer and Support Line (VSL) Coordinator, the Fundraising Volunteer will provide support to SASC office staff and perform fundraising and administrative duties.

Requirements

- Scheduling and attending a minimum of five to eight hours per week, unless otherwise arranged.
- Participating monthly in Fundraising Committee Meetings.
- Available between the hours of 9:00am to 4:30pm during SASC's business hours unless otherwise arranged.
- Successful completion of SASC and Fundraising training.

Duties and Responsibilities

- Providing fundraising support for Rosie the Riveter event and the annual Gala.
- Soliciting and picking up items for SASC events.
- Actively collecting items for the food cupboard.
- Assisting with Donor Stewardship and record keeping.
- Providing campaign assistance support.
- Administrative duties include, but are not limited to: documenting items in spreadsheets, providing office coverage when needed, helping with packaging, etc.
- Working in accordance with SASC's Mission, Vision and Values.
- Maintaining service user confidentiality (exceptions to this include suspected child abuse or neglect, and/or if the service user is threatening to harm themselves or someone else).
- Seeking support from staff and/or volunteers to debrief as necessary.
- Establishing and maintaining personal boundaries with service users, volunteers and staff.
- Informing the VSL Coordinator of any needed leave of absences or termination of volunteer commitment.
- Remaining current with information and resources.
- Other tasks as assigned by SASC office staff.



Job Description

Qualifications

This position requires knowledge of sexual violence, gender-based violence and intersectional feminism. Must have at least 2-5 years experience and/or training with fundraising, support, and/or advocacy with survivors of gender based-violence.

Working Conditions

This job is performed in a comfortable office environment, with occasional need to interact with clients. Access to a vehicle is necessary as incumbent may need to physically go and pick up items from donors. Some of the work involves sitting and keyboarding, but there is opportunity to stand and move about the office. The work station is positioned at the front entrance of the SASC office, and therefore there are frequent interruptions to greet visitors and staff as they enter and leave.

There may be exposure to details of violence and assault which can lead to vicarious trauma. The need for debriefing, self-care and balance is critical for incumbents in this position.