

**Victoria's Quilts Canada (VQC)
Position Description**

Position Title: Fundraising Coordinator

Length of Appointment: 2 years (renewable)

Goals of Position: To oversee all fundraising projects

Outline of Responsibilities:

- With input from the Board of Directors, create a fundraising strategy for corporate sponsors and the general public
- Plan and execute a variety of fundraising initiatives
- In conjunction with the Communications Coordinator, create an information package for use with Corporate sponsors wishing to assist VQC
- Prepare policies and procedures for the Fundraising area
- Prepare monthly reports on fundraising activities for the Board of Directors
- Supervise, support and evaluate people in positions that report to the Fundraising Coordinator

Skills, experience, qualifications required:

- Have an excellent ability to communicate orally and in writing
- Be a Director of VQC or be willing to become a Director
- Be a member of the Management Team

Personal traits and qualities needed/desired:

- Ability to maintain confidentiality
- Conscientious
- Leadership skills
- Good interpersonal skills
- Promotional/advertising skills

Level of Effort:

- 2 ½ hours each month to attend Board of Directors or Management meeting plus up to 5 hours leading and supervising volunteers in the Fundraising area

Orientation and training available:

- Access to historical documents related to past fundraising initiatives
- Written material: By-laws, Policy and Procedures Manual, annual Reports, Board and Manual Minutes, position descriptions for those positions within area of responsibility

Support, supervision and evaluation:

- Provided by the President and Board of Directors

Screening Measures:

- Resume
- Interview
- Reference check
- Police records check