



Fundraising Volunteer

Start Date: Ongoing
Location: AutismBC Head Office (3688 Cessna Drive, Richmond V7B 1C7)

AutismBC is seeking a fundraising volunteer, reporting to the Fund Development Manager. We have various fundraising initiatives throughout the year and this role will provide support in ensuring campaigns and events are successful.

Duties and Responsibilities

The fundraising and events coordinator will:

- Assist with donor stewardship and recognition activities
- Support the planning and management of fundraising events
- Coordinate and follow up on mailings and phone campaigns, as well as donor requests
- Identify and approach potential business partners
- Help increase communications with supporters
- Assist with general fundraising activities as needed

Qualifications

- Fundraising and/or event planning and/or marketing experience
- Ability to build strong relationships with new people and organizations
- Experience working in an office environment
- Detail-oriented with excellent time management skills
- Strong interpersonal skills
- Works well independently and as part of a team
- Knowledge of Microsoft Office suite of programs

Time Period

This position requires a minimum 6-month commitment for 1 day or 2 half days per week during regular office hours (Monday to Friday from 8:30 am to 4:30 pm), for an average of 8-10 hours per week.

Benefits and recognition

This position provides valuable experience for fundraising management and event planning students; individuals with an interest in gaining experience in the non-profit sector or autism field. Volunteers are highly valued members of the AutismBC team and contribute to making a significant difference in AutismBC's ability to reach its goals of supporting more families and individuals impacted by autism across British Columbia. AutismBC will provide reference letters for all volunteers who successfully complete a placement.



About AutismBC

AutismBC is a parent-based and directed non-profit organization that has been working to provide information and support to individuals and families affected by autism since 1975. Working closely with local partners throughout the province, AutismBC helps reach and connect families and professionals with autism resources in underserved communities. AutismBC is a founding member of the Provincial and Territorial Council of Autism Canada. More information can be found at www.autismbc.ca

If you are interested in this volunteer position, please send your resume to volunteer@autismbc.ca with the subject line Fundraising Volunteer.