



Volunteer Description: Advancement Support Volunteer

Reports To: Designated member of Advancement Team

Overall Purpose: *Power To Be* is a local non-profit organization that empowers people living with disabilities or barriers to explore their limitless abilities through inclusive adventures rooted in nature. The Advancement team collectively works to further the impact and objectives of the organization through fundraising and marketing/communications.

The role of a *Power To Be* Advancement Support Volunteer is to assist in the areas of fundraising and communications. The Advancement Support volunteer will assist the Advancement team members by providing support in one or more areas which could include research, donor recognition, grant writing support, administration, data entry and fundraising event assistance.

SPECIFIC VOLUNTEER RESPONSIBILITIES:

The Advancement Support Volunteer will:

- Provide administrative support including data entry, research, or related activities
- Be in regular communication with the *Power To Be* Advancement Supervisor and the Volunteer Services Coordinator
- Adhere to the Participant Protection Policies, Code of Conduct and Brand Standards
- Contribute to a positive and dynamic working culture
- Perform other related duties as required

The Advancement Support Volunteer may:

- Support the research and organization of potential grant opportunities
- Collaborate on grant applications and donor recognition activities
- Support signature fundraising events and/or third party fundraising events
- Assist with marketing and communication materials directly related to granting, donor recognition and/or fundraising events
- Potentially spearhead a related project under the direction of a member of the Advancement Team

Requirements: The Advancement Support Volunteer is expected to be a strong communicator with excellent written and verbal skills. The successful candidate will have related work or educational experience in fundraising, communications and/or development. Applicants must be personable, organized and able to work well in a team environment. As per the Ministry of Justice requirements, volunteer positions with *Power To Be* are contingent on a successful criminal record check.

Assets: The ideal candidate enjoys an outdoor lifestyle and has aligning values with *Power To Be*. Previous experience with Microsoft Office suite, database work, grant writing and/or research work is an asset but not required.

Location: Victoria, BC

Reports to: Designated member of Advancement Team

Term and hours: Flexible depending on applicant. Approximately 4-8hrs/week, 3-4 month commitment

Application: Please send an email expressing your interest with your resume attached

Contact: Volunteer Services Coordinator, Ashleigh Hawes at ahawes@powertobe.ca.