



Job title	Fundraising Volunteer
Job location	Action Against Hunger Canada - Head Office in Toronto
Direct supervisor	Development & Events Coordinator
Type of position	Volunteer – Toronto HQ based position

Founded in 1979, Action Against Hunger (ACF) is a leading international humanitarian organization committed to ending world hunger, with a special focus on children under five. Our programs save lives and provide communities with long-term solutions to hunger and its underlying causes. We work in 49 countries and supported approximately 13.6 million people in 2014.

Action Against Hunger is seeking a current college student, current graduate student, or recent college graduate who is interested in volunteering and providing a wide range of database, research, administrative, and general support to Action Against Hunger’s Fundraising team.

In return, Action Against Hunger will provide an opportunity for the volunteer to gain experience in and familiarity with areas such as fundraising, philanthropy, international development, and the day-to-day operations of a non-profit organization with a global reach. The Fundraising Volunteer will report to the Development & Events Coordinator, and will support the entire Fundraising team.

Specific Responsibilities

Responsibilities include, but are not limited to, the following:

- Assist the development staff in processing donations and entering data into Causeview, Action Against Hunger’s donor database.
- Conduct research on potential donors, strategic partners, markets and industries.
- Prepare reports and presentations for internal and external use.
- Draft correspondence, reports, proposals, social media posts, and donor appeals
- Assist the development staff in planning donor events and other activities.
- Maintain donor files and other development materials.
- Attend department and staff meetings
- Assist with mailings, filing, and special projects as needed

Qualifications

- Strong writing and research skills;
- Desire to learn more about fundraising and philanthropy;
- Knowledge of Microsoft Office applications;
- Experience with databases is a plus;
- Good interpersonal skills and attention to detail;

- A “can do” attitude and desire to learn;
- Ability to follow instructions and also work independently;
- Creative and detail-oriented;
- A demonstrated commitment to Action Against Hunger’s mission and values;
- Fluency in French considered an asset

Hours, Start Date and Duration

- Flexible within business hours (9:00 am to 5:00 pm). A firm commitment of 1-2 work days per week for a duration of 6 months.

How to apply

We are looking for a motivated and dynamic volunteer to complement the Action Against Hunger Canada team. If you are interested in this position, please send your resume and cover letter to info@actioncontrelafaim.ca before Friday, January 8 2016 end of day. In the subject line, please indicate Fundraising Volunteer.

To learn more about Action Against Hunger, visit our website at www.actionagainsthunger.ca