

**Job Title:** *Fund Development Assistant*

**Reports to:** Executive Director

**Timeframe:** 8 weeks; 35 hours per week (part-time work over a longer period may be negotiated)

**Pay:** \$21.30/hour

**Degree of Supervision:** Direction: The incumbent establishes methods and procedures for attaining specific goals and objectives and receives guidance in terms of broad goals. Only the results of work are typically reviewed.

**Job Purpose:**

Volunteer Lethbridge strengthens and sustains a healthy, vibrant community through support and advancement of volunteer excellence. We build connections and empower individuals and organizations to enhance volunteerism and grow volunteer capacity.

We strive to have volunteer management recognized as a critical organizational function; that non-profit organizations offer relevant, accessible, high-quality, well-managed volunteer opportunities.

**Duties and responsibilities:**

- Work in collaboration with the Executive Director to execute portions of the fund development plan, which could include:
  - Foundation, corporate and service club grant applications
  - Solicitation of program gift-in-kind donations and sponsorships
  - Writing, editing and coordination or layout and design of fund development displays, brochures, news releases and newsletter articles
  - Conducting presentations and fostering funder, corporate, sponsor and community relations
  - Other duties as assigned

**Qualifications**

- Education – Attending a post-secondary institution; returning to school September 2024
- Have experience in using online platforms, learning new technological platforms
- Be proficient in conducting secondary research
- Be confident in making public presentations
- Have superior written and oral language skills with a demonstrated proficiency in writing and speaking in clear, accessible, and compelling language
- Comfort with meeting and working with community organizations
- Can work under pressure, flexibly, with an entrepreneurial spirit
- Provide a Police Information Check

## Working Conditions

The office is located at 324 – 5 Street South, Lethbridge, Alberta in the U of L Dr. Foster James Penny Building in the Volunteer Lethbridge office. Normal operational hours are weekdays from 8:30 a.m. to 4:30 p.m., although some flexibility is required for participating in scheduled activities or events. Due to an ever-evolving environment, the employee will also agree to the organization’s Work from Home Policy (approved June 2020).

Approved by  
Date Reviewed

Amanda Jensen, Executive Director  
August 18, 2020, November 2022, December 2023, April 2024

Please direct applications to Shelley Ducheminsky, Office Manager by April 30, 2024.  
[office@volunteerlethbridge.com](mailto:office@volunteerlethbridge.com)

Volunteer Lethbridge is committed to upholding the values of equity, diversity, and inclusion. In pursuit of our values, we seek team members who will work respectfully and constructively with differences and across levels of power. We actively encourage applications from members of groups experiencing barriers to equity. Volunteer Lethbridge thanks all applicants in advance. Only those candidates selected for an interview will be contacted.

