

<b>Volunteer position title:</b>	Give Him a Hand Fund Development Coordinator	<b>Posting date:</b>	May 23, 2017
<b>Manager contact information:</b>	greg@checkhimout.ca	<b>Posting closing date:</b>	This position has no closing date
<b>Location:</b>	HIM Main office (310-1033 Davie Street)	<b>Position duration:</b>	Ongoing
<b>Position type:</b>	Development	<b>Service area:</b>	Multiple service areas

### Statement of Volunteer Value:

At Health Initiative for Men (HIM), volunteers play an essential role in bringing our mission and vision to life. We value volunteers for their roles as ambassadors, mentors, board directors, leaders, supporters, educators, advocates, and as members of the community of gay men and other men who have sex with men. At HIM, we value the unique gifts as well as the personal needs and diversity of our volunteers and embrace the benefits of volunteering for purposeful personal growth and social connection.

### Purpose of the Position:

Reporting to the Executive Director of HIM, the Give Him a Hand Fundraising Coordinator will assist with fund development, donor stewardship and event planning activities. The Give Him a Hand Fund Development Coordinator will directly contribute to increasing HIM's capacity to strengthen the health and well-being of gay men and help gay men building healthy lives together.

### Responsibilities and Duties

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| <ul style="list-style-type: none"> <li>work with the Executive Director and members of the Fund Development Committee (FDC) to develop and implement HIM's ongoing Give Him a Hand FD (fund development) strategy.</li> </ul>            | <ul style="list-style-type: none"> <li>liaise with key members of HIM (Executive Director, Communications Manager, and Volunteer Engagement Coordinator) on action items associated with the strategy.</li> </ul> |
| <ul style="list-style-type: none"> <li>implement key tasks associated with the Give HIM a Hand FD strategy, including preparation and distribution of promotional materials, contributing to planning of various events, etc.</li> </ul> | <ul style="list-style-type: none"> <li>represent HIM at key networking functions and events.</li> </ul>   |
| <ul style="list-style-type: none"> <li>engage with volunteers on tasks listed in the "Give Him a Hand" FD strategy.</li> </ul>   | <ul style="list-style-type: none"> <li>work with HIM's fundraising team to prospect and solicit major donors.</li> </ul>  |
| <ul style="list-style-type: none"> <li>assist with donor relations, including</li> </ul>   | <ul style="list-style-type: none"> <li>develop and maintain the donors'</li> </ul>  |

stewardship, renewal and recognition activities, as well as donor requests.	database, identify appropriate software options in conjunction with other staff and FDC members, provide monthly reports to FDC.
<ul style="list-style-type: none"> <li>assist with general fund development activities as needed.</li> </ul>	<ul style="list-style-type: none"> <li>ensure that all donors and fundraising related activities are carried out with confidentiality and according to HIM's policies and rules of conduct.</li> </ul>

Qualifications	
Required qualifications	Preferred qualifications
<ul style="list-style-type: none"> <li>strong communication skills</li> <li>strong interpersonal skills</li> <li>ability to build strong relationships with new people and organizations</li> <li>experience working in an office environment</li> <li>detail-oriented with excellent time management skills</li> <li>works well independently and as part of a team</li> <li>knowledge of MS Office suite of programs, including Word and Excel</li> </ul>	<ul style="list-style-type: none"> <li>fundraising and/or event planning experience</li> <li>experience with working with a donor database is an asset</li> <li>website maintenance experience is an asset</li> </ul>

Commitment Expected
<ul style="list-style-type: none"> <li>this position requires a minimum six-month commitment for four hours (with at least two hours during regular office hours (Monday to Friday from 9:00 am to 5:00 pm) /week, plus attendance at one two-hour Fund Development Committee meeting once/month.</li> </ul>

Training	
Training provided by HIM	Other training you might bring
<ul style="list-style-type: none"> <li>orientation to position and role</li> <li>HIM institute (HIM's volunteer training)</li> <li>additional training if required or requested</li> </ul>	<ul style="list-style-type: none"> <li>knowledge of donor databases</li> <li>content management skills</li> </ul>

Other details