

# Position Profile



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**Fundraising Director**

May 2024

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## The Position

<b>Position Title</b>	Fundraising Director
<b>Location</b>	Calgary, Alberta
<b>Reports to</b>	Board of Directors
<b>Direct reports</b>	Fundraising Coordinators and Volunteers
<b>Weekly time commitment</b>	10-15 hours, variable

## Specific Responsibilities

Pawsitive Match Rescue Foundation has a working Board of Directors run entirely by volunteers. This role oversees all fundraising activities and initiatives for the organization:

- Oversee fundraising team, including coordinators and general volunteers.
- Be the liaison between the fundraising team and the Board of Directors.
- Come up with new and beneficial fundraising ideas and events; review and evaluate whether current fundraising activities and events are worthwhile. Decide whether fundraising opportunities brought forth from outside parties are worth having.
- Keep track of costs and money raised from every fundraising event.
- Take over volunteer communication and be the lead at fundraising events when Coordinators are unavailable.
- Hold quarterly meetings with Coordinators to review / resolve issues, past

events, upcoming events, fundraising initiatives.

- Research and apply for appropriate grants or assist other volunteers to do so.
- Develop, implement, and monitor appropriate training for new volunteers.
- Determine recruitment needs & plan for succession of team positions.
- Take over fundraising tasks when the applicable Coordinator is unavailable.
- Attend all scheduled board meetings and take on board specific tasks as appropriate.
- Attend to emergency situations, when other volunteers are not available or when it is inappropriate / unsafe to ask general volunteers to attend to a situation.
- In all actions and decisions, act honestly and in good faith with a view to the best interests of the Rescue.

## The Person

### **Qualifications & Experience**

- Familiarity with rescue work is an asset.
- Previous experience in non-profit fundraising is highly desired.
- Ideally has one or more years' experience volunteering with Pawsitive Match Rescue Foundation.
- Familiarity with Microsoft Word, Google Workspace.
- Leadership experience outside of Pawsitive Match (volunteer or professional).
- Non-profit governance experience is an asset.
- Conflict resolution, data management, formal leadership, and/or project/program management training are not required but would be assets.

### **Personal Characteristics**

- Community member in good standing.
- Excellent communication skills.
- Ability to check emails and WhatsApp chat daily.
- Motivated self-starter, requiring little to no supervision.
- Excellent judgment, strong decision-making skills, self-awareness and the ability to deal ethically with competing demands.
- Confident in conflict resolution, strong interpersonal skills and skilled at collaborating effectively with a variety of personality types.
- Uses appropriate delegation to create a sense of ownership of higher-level organizational issues and encourages individuals to stretch beyond their current capabilities.
- Sets high goals for personal and organizational accomplishment; using metrics to monitor progress toward goal attainment.
- Uses effective interpersonal style and communication methods to build relationships with stakeholders (i.e., other board members, coordinators, volunteers, community members etc.).
- Demonstrates a willingness to learn and accept constructive criticism from stakeholders.

To apply for this volunteer position, please email your resume to [board@pawsitivematch.org](mailto:board@pawsitivematch.org). If you are not currently a volunteer with Pawsitive Match Rescue Foundation, please also fill out a volunteer application here: <https://pawsitivematch.org/volunteer/>.