

Alzheimer Society

DURHAM REGION

Volunteer Fundraising Support

Reports to: Director, Community Engagement

Location: Durham Region, Remote.

Hours required: 2-3 hours per week, minimum 3-month commitment

Summary of role: Under general supervision of the Director, Community Engagement, this position is to support the coordination of the organization's fundraising initiatives and events. This role requires the orchestration and hands-on involvement in all fundraising and event activities; inclusion in event committees and outreach to corporate and business relationships, along with the solicitations of monetary and in-kind support for sponsorships, auctions, fundraising activities, and event marketing.

This position will require soliciting sponsors for events, making connections to the agency in the community, selling tickets, assisting with the logistics of events and most importantly generating additional revenue for the agency.

Responsibilities:

- Maintaining a fundraising spreadsheet and providing updated information to the Director, Community Engagement
- Identifying and connecting with potential corporate, third party fundraising, community groups and individual donors in the community
- Assisting with the solicitation and collection of event prizes for silent auction items or raffle prizes
- Recruit sponsors, or participants or encourage sales, for fundraising events/tickets.

Requirements:

- Previous experience in fundraising is an asset
- Detail and deadline oriented
- Organization skills
- Communication skills both written and verbal
- Work independently and as part of a team
- Commit to meeting deadlines



ALZHEIMER SOCIETY OF DURHAM REGION
1600 STELLAR DR. SUITE 202 (NE CORNER OF THICKSON & CHAMPLAIN)
WHITBY, ON L1N 9B2
TEL: 905-576-2567 FAX: 905-576-2033 TOLL FREE: 1-888-301-1106
WEB: www.alzheimer.ca/durham E-MAIL: information@alzheimerdurham.com
CHARITABLE REGISTRATION NUMBER: 10670 5296 RR0001

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Benefits:

- Join a welcoming and dynamic ASDR volunteer community
- Opportunity to build networks with the agency, community partners and local businesses, etc.
- Opportunity to offer skills, creativity and experience in a meaningful way
- Educational opportunities to enhance understanding of Alzheimer's disease and related dementias
- Sense of satisfaction achieved by developing and providing dementia friendly activities

Contact Information:

- **Event & Volunteer Coordinator:**
Chris Yu ckyunga@alzheimerdurham.com 905-567-2567 ext 5245



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