



Volunteer - Fundraising Role Description

As a volunteer, you will have the opportunity to meet new people in an upbeat and energized environment. The skills you gain in this position are transferable to any job you take in the future. CCMW will be happy to provide you with references.

Main Duties:

- Assist in the production of sponsorship and publicity documents
- Manage and update databases
- Record donor contacts and preference information
- Write campaigns
- Develop fundraising strategy plan
- Develop and coordinate web-based fundraising, online sales
- Contact businesses regarding corporate support
- Source potential funders for support whose criteria matches CCMW's vision and mission
- Assist in bid writing process
- Liaise with Fundraising Committee

Skills:

- Studying fundraising and not-for-profit management
- Previous fundraising experience
- Strong communication skills
- Ability to work alone and as a member of team
- Punctuality and consistent attendance are a must
- Professionalism

Length of Position:

- January to April
- May to August
- September to December
- Full academic year

Remuneration:

As CCMW is depended on project funding, we are unable to offer paid positions. However, we do provide volunteers with reference letters based on performance and opportunities to network and meet other leaders in the not-for-profit sector.



Hiring Process:

Please submit your cover letter and resume to Sahar Zaidi, Projects Coordinator (contact information below). After submitting your application, if you have been selected for a phone interview, you can expect to hear from us within approximately one week.

To apply, kindly send your resume and cover letter via email to:

Sahar Zaidi
Projects Coordinator
Email: projects@ccmw.com