

# Volunteer Position Description

## Position Title: Third Party Fundraising Coordinator

**Purpose:** To develop, facilitate, and evaluate third party fundraising opportunities.

### Responsibilities:

- Build third party fundraising resources and tools.
- Act as liaison with third party event holders, providing advice and fundraising resources.
- Foster third party fundraising opportunities through outreach and relationship cultivation.
- Carry out other tasks as requested by Director.

### Time Commitment:

Length of Commitment: 1 year

Estimated Total Hours: 3 – 5 hours a week, up to 6 – 12 hours a week in March

**Work Site:** Epilepsy Ottawa office and offsite as needed for fundraising opportunities

### Qualifications Sought:

- Capable of conveying various pieces of information in a clear and concise manner.
- Ability to work independently as well as part of a team and achieve set objectives within a designated timeline.
- Excellent interpersonal and people skills.
- Friendly and professional demeanour.
- Strong organizational skills
- Fundraising experience an asset.
- Bilingualism an asset.

**Benefits:** The opportunity to develop financial support for under-funded services to improve the lives of people living with epilepsy.