



Fundraising Coordinator

Location: Calgary, AB
Job Category: Operations & Business Development
Volunteer Term: Part-time, 12 Months

About Plastic-Free YYC

Plastic-Free YYC is a Calgary organization which was established to bring awareness about plastic pollution in our environment by providing local and global information to live a plastic-free lifestyle. We are looking for community-minded individuals with a passion for waste reduction.

Job Description

The Fundraising Coordinator is primarily responsible for supporting the overall operation and execution of community-based fundraising activities. The successful candidate will work directly with Business Development Manager(s) and report to the Director of Engagement & Collaborations, Operations. With a desire for achieving program goals through strategy realization, your tenacious ability will help drive results.

Responsibilities

- Research and compile information on grants, bursaries, sponsorship, and other funding opportunities
- Gather funding from external stakeholders by completing and submitting applications
- Collect and process donations
- Track funding-related statistics and provide analysis on productivity
- Correspond with representatives from the government, NGOs, and businesses
- Assist the Business Development Manager(s) in identifying and developing operational tactics to grow community presence, fundraising, and business relationships
- Support the development and implementation of new initiatives
- Collaborate with other members of the Operations & Business Development team
- Other general fundraising tasks, as needed and interests align

Qualifications

- Ability to commit a minimum of 10 to 15 hours per month over a one-year term
- Achievement-oriented, organized, and adaptable professional
- Effective verbal and written communication skills
- Excellent attention to detail and proofreading skills
- Self-starter capable of problem solving and exercising sound judgement
- Related experience is beneficial
- Post-secondary education, completed or in-progress, is considered an asset
- Access to reliable vehicle and ability to travel throughout geographic area

To apply for this volunteer opportunity, please submit your resume and completed [volunteer application](#) to janelleloughlin@hotmail.com. This posting will remain open until a suitable candidate is identified.

We believe in equal opportunity and are committed to fostering an inclusive, barrier-free and accessible environment. If you require accommodation, please advise so we can work with you to meet your needs.

Why Plastic-Free YYC?

Plastic-Free YYC is seeking volunteers who share our passion of leading a sustainable lifestyle. Our values are integrity, education, inclusion, community, and collaboration. Join a devoted team and be part of the plastic-free movement.

Thank you for including [Plastic-Free YYC](#) in your search for volunteer opportunities.