



Job Description

Fundraising Coordinator

Position Type: Volunteer

Duration: Ongoing

Hours per week: 5 – 7

Paid Position: No

Qualifications:

- Proven track record in non-profit fundraising
- Small Team leadership experience
- Grant-writing experience
- Organization and planning skills

1. Recruitment and Training:

- a) Recruits Fundraising Volunteers as needed to form a Fundraising Committee, so that there are no fewer than three Committee members at any time, including the Fundraising Coordinator.
- b) Provides orientation to Fundraising Volunteers before they begin work.
- c) Maintains an accurate training record.
- d) Ensures Fundraising Volunteers complete and return the Confidentiality Agreement.
- e) Ensures Fundraising Volunteers are members of ME/FM Society of BC.
- f) Maintains a current list of Fundraising Volunteers, including contact information, and start date.

2. Fundraising:

- a) Identifies fundraising opportunities that support the MEFM Strategic Business Plan on an ongoing basis. These may include, but are not limited to, Gaming Grants, Research Grants, Community Grants, Memberships, Donations, Philanthropic Sponsorship.
- b) Oversees all Fundraising activities including:
 - a. Recommendation of activities/grant requests to the Board,



ME|FM Society of BC

Myalgic Encephalomyelitis
& Fibromyalgia

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- b. Consistency, integrity and standardization of Grant Applications,
- c. Assignment of tasks, objectives and deadlines to Fundraising Committee members such that completed applications are submitted on time,
- d. Supervision and support of Fundraising Committee members as needed,
- e. Donor stewardship.

3. Program Development:

- a) Creates, maintains and adheres to a documented annual schedule of activities/grant requests, including new opportunities as they become available,

4. Other:

- a) Provides a report to the Board of Directors, as required,
- b) Ensures funders' reporting requirements are met,
- c) Manages fundraising database/ reports in order to assist in determining current, historical and future revenue potential,
- d) Is a member of the finance committee.

If you are interested in this position, contact humanresources@mefm.bc.ca.