



Fundraising Volunteer Description

Purpose	To support Sistering through community engagement as part of the fundraising department. The fundraising volunteer helps keep up communication with current, past, and future donors.
Skills, Attitudes, Knowledge	<ul style="list-style-type: none">• Computer Literacy, experience with a variety of computer applications including Microsoft Office especially Excel.• Knowledge of telephone and email systems• Knowledge of and proficiency in office administrative practices and procedures• Excellent communications and interpersonal skills and highly personable• Demonstrated ability to work independently and to work in a team setting• Ability to work in a fast paced environment while being calm and patient• Demonstrate clear professional boundaries as outlined by the volunteer coordinator, Sistering staff and Sistering policies• Demonstrate good judgment and the ability to consult with staff appropriately
Responsibilities	<ul style="list-style-type: none">• Maintain spreadsheets to track past, current, and future donor information and keep accountable for in-kind donations• Email and handwritten communication with donors• Sorting donations, putting together gift packages for participants
Responsible To	<ul style="list-style-type: none">• Fundraising manager and associates• Volunteer Coordinator, 416-926-9762 x239
Time Commitment	2 hours a week, during the weekday
Working Environment and Location	962 Bloor St West, Administration office. Volunteers may be exposed to unpredictable behaviors or situations, and must be comfortable working with homeless and marginalized women and trans people. Sistering is a trans-inclusive space.
Personal Benefits	<ul style="list-style-type: none">• Reference letters• Experience working in a non-profit, social enterprise program with Sistering's population• Contributing to Sistering's mission

Requirements	<ul style="list-style-type: none"> • Volunteer is expected to complete an orientation of Sistering • Attend volunteer training when available • Volunteer is expected to sign a Statement of Confidentiality & volunteer agreement form before starting volunteer position <p>Program volunteers go through the general interview, screening, and training process as all volunteers who participate in Sistering’s volunteer program. For more details, please contact Sistering’s Volunteer Coordinator.</p>
Orientation & Development	<ul style="list-style-type: none"> • Volunteers will receive an orientation of Sistering; as well as an orientation of the specific program that he/she will be volunteering in (hours will be counted as volunteer time) • Volunteer will receive specific orientation of duties • Special workshops for volunteers are available.
Transportation/ Parking	<p>TTC station: Ossington or Dufferin Parking: Green P 2 blocks west of Dovercourt and north on Bloor</p>