

Mission: With coordinated networks of volunteers and staff, enrich the well-being and quality of life for people wherever they call home.

Volunteer Position: Fundraising Administrative Support

Location: Remote, with potential occasional requirement to come into local CCD Hub

Time Commitment: 2-5 hours/ week, flexible

Position Overview: The Fund Development (FD) Team at CCD is seeking a dedicated and detail-oriented individual to join them as a Fundraising Administrative Support Volunteer. This flexible, volunteer role will provide support to the FD Team in managing various administrative tasks related to fundraising efforts. The volunteer will primarily focus on preparing thank-you letters and cards, conducting research to create potential donor request lists, and assisting the FD Team in day-to-day activities.

Key Responsibilities:

1. Donor Acknowledgement & Stewardship:

- Prepare personalized thank-you letters and cards for donors to express appreciation for their contributions
- Ensure timely and accurate delivery of acknowledgment materials to donors
- Track donor acknowledgements and contacts in donor management system

2. Donor Research:

- Conduct research to identify potential donors, sponsors, and partners
- Create comprehensive lists of potential donors based on specific criteria provided by the FD Team
- Assist in maintaining a donor management system, ensuring it is up-to-date and accurate

3. Administrative Support:

- Assist in organizing and maintaining fundraising-related documents and materials
- Provide general administrative support, such as data entry and document preparation, as needed



Community Care Durham

SUPPORTING PEOPLE, STRENGTHENING COMMUNITY

Qualifications:

- Excellent organizational and time-management skills
- Strong attention to detail and accuracy in administrative tasks
- Proficient in Microsoft Office Suite (Word, Excel, Outlook)
- Strong written and verbal communication skills
- Ability to conduct thorough research and present findings in a clear and concise manner

Benefits:

- Gain valuable experience in fundraising and nonprofit administration
- Contribute to the success of meaningful projects and initiatives
- Develop and enhance administrative and organizational skills
- Join a dynamic team passionate about making a positive impact in the community

Apply [now](#) or click [here](#) to see other opportunities.

We are an **Equal Opportunity Employer** committed to providing an inclusive workplace that embraces diversity, values differences and supports the full participation of all employees and volunteers. We recognize the importance of ensuring that all volunteers are treated with equal respect and dignity, and are protected from discrimination and harassment. In accordance with the **Accessibility for Ontarians with Disabilities Act, 2005** and the **Ontario Human Rights Code** we provide accommodations to applicants with disabilities throughout our on-boarding process. If you require this information in an alternate format; require communication supports; an accommodation in applying for a posting and/or if you are selected for an interview, please inform our Volunteer Coordination Team.