



Full Job Description – Fund Developer

Title	Fund Developer
Description	<p>Calgary Compact shapes the conversations that Calgarians have about sustainability and corporate social responsibility (CSR).</p> <p>Working with the Calgary Compact Board of Directors, the Fund Developer will work to source and apply for funding grants etc. that work to support the programs and services of the Calgary Compact as a whole.</p>
Responsibilities	<ul style="list-style-type: none"> • Working with the Board of Directors to source out, apply for and meet requirements of funding/grant applications that meet the needs of the programs and services of the Calgary Compact. • Establishing a plan of action for the sustainability in funding of the Calgary Compact. • Represent the Calgary Compact in a professional manner to the community including funders and potential funders. • Participating in ongoing skill building opportunities offered by the Compact. • Occasionally representing the Calgary Compact at community/industry events.
Qualifications	<p>Successful Calgary Compact volunteers typically:</p> <ul style="list-style-type: none"> • Possess an enquiring mind; • Are self-motivated and passionate about sustainability and CSR; • Have the self-discipline to meet deadlines in an unstructured environment; • Have experience in fund development with in the non-profit industry; • Have reliable daily access to the internet and are familiar with standard email technology; • Are able to work independently
Benefits	<ul style="list-style-type: none"> • The Compact’s virtual structure ensures a flexible work schedule and work place; time commitment can be adapted to the needs of your busy schedule. • Enables you delve into the aspects of sustainability and corporate social responsibility that are most interesting to you. • Empowers you to influence Calgarians and advance the sustainability cause. • Helps you build a portfolio of fund development. • Gain access to and experience in using the Canadian Directory to Foundations and Corporations. • Gives you access to regular, optional learning and networking events offered by the Compact. • Access to the Volunteer Calgary Library resources.

Time commitment	<p>Varies:</p> <ul style="list-style-type: none"> • Time commitment will fluctuate depending on the funding and grant application deadlines. • Time commitment is expected to average out to approximately 2 – 4 hours/week.
Challenges	<ul style="list-style-type: none"> • Finding and applying for grants and funding that matches the goals of the Calgary Compact. • Working independently as part of a virtual organization.
Training and orientation	<ul style="list-style-type: none"> • Volunteers can start immediately but would be asked to undertake a minimum two-hour orientation within seven weeks of their start date. • Ongoing training and skill building opportunities will be provided.
Boundaries	<ul style="list-style-type: none"> • All volunteers must review, sign and comply with the Volunteer Code of Conduct before conducting interviews on behalf of the Compact.
Supervision	<ul style="list-style-type: none"> • Day-to-day contact: Volunteer Coordinator • Ongoing: Board Oversight & Consultation; specifically the Chair of the Board of Directors
Evaluation	<ul style="list-style-type: none"> • Ongoing conversation and communication about expectations, deadlines and needs of the organization, with the Board of Directors.
Screening	<ul style="list-style-type: none"> • Candidates will be asked to provide a resume and application. • Dependant on the full scope of duties agreed upon a police clearance may be required, if the volunteer is accessing confidential information.

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