

Fund Development Committee Member – Volunteer

Position Summary:

The volunteer position of Fund Development Committee Member (“Member”) will provide insight, feedback, and support to help achieve the fund development needs of Child Witness Centre (CWC). The Member is overseen by the Executive Director and Development Team. The position will support the development of a comprehensive Resource Development Plan and supporting its implementation, while also providing additional resources to facilitate the goals of the organization’s strategic plan. The Member will play a key role in CWC’s ability to sustain its services and wipe out the waitlist.

Duties and Responsibilities:

- The committee shall assess trends and projections in demand for services and help build capacity to provide needed services.
- Make recommendations to the staff and board that further the financial sustainability of Child Witness Centre.
- Support the development and review of the Resource Development Plan with staff.
- Engage in problem-solving to overcome challenges in goal and target achievement.
- Follow up with committee developed and staff directed development and event planning tasks.
- Further develop a sustainable planned giving campaign.
- Plan and promote bequest endowment fund giving.
- Initiate and maintain strong positive relationships with organizations and individuals (i.e.: donors, members, stakeholders, and public) for successful fundraising efforts.
- Be a champion and ambassador for Child Witness Centre with a goal of adding to the financial sustainability of our programs.

Qualifications and Skills:

- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and collaboration skills.
- Experience and/or understanding of financial management skills, including growing resources.
- Outstanding organizational, analytical, and problem-solving skills.
- Commitment to the mission and values of the Child Witness Centre.

Child Witness Centre respects, appreciates, and actively encourages diversity. As part of our commitment to equity, we welcome and encourage applications from all qualified individuals with diverse experiences based on race, ethnic origin, religion, age, colour, gender identity and expression, sexual orientation, ability or disability, including women, 2SLGBTQI+, Indigenous Peoples, and other visible minorities.

Child Witness Centre also welcomes and encourages applications from people with disabilities. Please notify us if you require accommodation with respect to the recruitment process. We will work with you to determine how to meet your needs and your potential term as a committee member.

If interested in applying, please email a cover letter indicating your interest and qualifications, along with a resume, to Robin Heald, Executive Director, at robin.heald@childwitness.com.