



3303 17th Avenue SE  
Calgary, AB T2A 0R2

Tel: (403) 204-8280  
Fax: (403) 204-8287  
info@sunriselink.org  
www.sunriselink.org

Charitable BN: 86356 6592 RR001

### **Volunteer Opportunity: Fundraising Coordinator**

#### **About Us:**

Welcome to Sunrise Community Link Resource Centre. We are a community development organization and resource centre for the people of Calgary. We work primarily within the diverse communities in South West and South East Calgary and each year we support over 3,000 community members and their families with:

- compassion and connection
- advocacy
- referrals and system navigation
- financial stabilization opportunities

By providing sensitive, respectful, and consistent services, Sunrise has established a safe, accessible, and trusted centre that truly belongs to the community. We have earned a strong reputation for providing crucial basic needs services that significantly alleviate our community members' financial and personal crises.

#### **The Opportunity:**

Sunrise is looking for a dynamic volunteer Fundraising Coordinator, with marketing and social media experience, to assist us in implementing and refining our fundraising strategy.

In this role you will be providing support and advice to the Sunrise team in branching out from traditional funding streams, into areas such as Corporate Partnerships, Micro-Transactions, Social Enterprises and building relationships with Foundations.

As we look to diversify our revenue streams, we are seeking an individual experienced in fundraising and creating movements around causes, who would like to give back to the local Calgary community by supporting our small but mighty team and the work we do to lift low-income Calgarians' out of poverty.

With a flexible schedule, this volunteer opportunity would require 4 - 8 hours per week on average, depending on what fundraising opportunities we are currently working on.

Sunrise is willing to pay commission for successful campaigns and is open to turning this opportunity into a paid position for successful candidates.



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Grant writing experience is beneficial, but not required.

#### **What You Will Be Doing:**

- Work on implementing the fundraising strategy for the organization
- Identify and discuss fundraising opportunities with the Executive Director and Operations Manager
- Assist in setting up and facilitating a monthly Fundraising Committee
- Work alongside the Sunrise Team to support fundraising efforts and diversification of our fundraising revenue streams
- Work with the Accountant to track fundraising monies acquired
- In conjunction with the Accountant and Executive Director discuss fundraising budget needs

#### **Requirements:**

- Previous experience in fundraising
- Previous experience with non-profit fundraising preferred but not required
- Detail and deadline oriented
- Organization skills
- Excellent communication skills both written and verbal

#### **What you will experience and learn:**

- Spend your day with a team of thoughtful, insightful change-makers, assisting you to gain experience in meeting your volunteering and professional goals
- A highly supportive and family-like workplace, with access to all staff for assistance with any questions or concerns
- A very dynamic and fast-paced environment
- A deeper understanding of the experiences of poverty within Calgary

#### **What we expect from you:**

Sunrise operates on a foundation of several core competencies that all team members are expected to exhibit when working with internal and external stakeholders. These core competencies include:

- Act with extreme compassion and confidentiality



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- Consciously commit to growing equity
- Prioritize setting boundaries, sustaining our well-being, and feeling abundant
- Participate in and support our cross-functional and collaborative team
- Deeply commit to continuous knowledge generation

#### **Logistics of the role:**

- Approximately 4 to 8 hours per week, with a flexible schedule that can meet your needs
- Monthly Fundraising Committee meetings with the Sunrise team and our partner agencies
- Our office is located at 3303 17 AVE SE
- This role will be temporarily remote, with connection to team members via email, Zoom, and phone

#### **What is the process from here?**

If you are interested in applying for this volunteer position, then please submit a Resume and Cover Letter to our Operations Manager, Chris Fenwick, at [chrisf@sunriselink.org](mailto:chrisf@sunriselink.org).

We are hoping to have a suitable volunteer reference checked and onboarded as soon as possible.