



*Providing respite for families with children 13 years of age and under
who have been diagnosed with Autism Spectrum Disorders*

Fund Development Volunteer, Community Outreach

Location: ON - Durham Region

FOOTPRINTS 4 Autism is an outreach program of Dunbarton-Fairport United Church dedicated to serving families who have a child (or children) diagnosed with Autism Spectrum Disorders by providing much-needed respite opportunities. By providing respite care and not therapy, **FOOTPRINTS** is an affordable service for families already burdened with the high costs (in both time and money) of caring for a child affected by Autism or one of its related disorders. Largely volunteer-based, our culture is one of respect, safety and caring.

POSITION SUMMARY

The Fund Development Volunteer, Community Outreach works under the direction of the Fund Development Committee. The successful candidate will have a keen interest in fund development and fundraising and will focus on establishing successful fundraising partnerships within the local community and be able to work in a team environment.

ESSENTIAL FUNCTIONS:

- Work in a team environment to effectively represent FOOTPRINTS and its mission in the community
- Develop sustainable community focused fund development/fundraising projects and/or programs
- Identify, research and approach suitable community partners to participate in fund development/fundraising to benefit FOOTPRINTS
- Work with community partner to coordinate all aspects of fund development projects and/or programs, including volunteer recruitment, event communications and follow-up
- Might be required to attend occasional Fund Development Committee meetings
- Must be accessible by e-mail to address issues between meetings
- Must be available during business hours to work with Corporations, Foundations, Organizations and other 3rd parties

QUALIFICATIONS

- Project-orientated with excellent time management skills
- Must be able to take initiative and work independently
- Previous fund development/fundraising experience is an asset
- Excellent interpersonal and communications skills
- Must be familiar with the mission and purpose of FOOTPRINTS
- Knowledge of autism is an asset
- Expected time commitment is 4 - 10 hours per month

Please submit your resume and a letter outlining your interest in the position and highlighting your skills and interests. We thank all applicants for their submissions. We will contact those selected for interviews.

For more information about **FOOTPRINTS**, please visit: www.footprints4autism.org

Contact by: Telephone or Email

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