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| MSU-logo-2001 | JOB DESCRIPTION  Volunteer |

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| **Position Title:** | **Fundraising Coordinator** |
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| **Term of Office:** | May 1 – April 30. |
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| **Supervisor:** | Maroons Coordinator |
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| **Remuneration:** | Volunteer |
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| **Hours of Work:** | 5 hours per week (on average) |

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| **General Scope of Duties** |
| The Fundraising Coordinator is responsible for planning, promoting and executing fundraising initiatives for the chosen Welcome Week charity, including but not limited to summer fundraising events and Welcome Week fundraising. They will assist and encourage a collaborative fundraising initiative with the Maroons, faculty planners, and a chosen local Hamilton charity. |

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| **Major Duties and Responsibilities** | | |
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| **Category** | **Percent** | **Specifics** |
| Supervisory Function | 50% | * Create a charity applications form * Plan and execute fundraising events during Welcome Week to support the chosen charity * Work with other faculties and groups during Welcome Week to plan and fundraise * Adapt to online platforms as required * Act as a supervisory figure at Maroon events * Lead a Pod during Welcome Week, along with co-pod leader |
| Financial & Budgeting Function | 5% | * Work with the Maroons Coordinator to ensure that fundraising budgets align with the Maroons service budget * Works with the Maroons Coordinator and MSU Office to arrange a donation platform for the Welcome Week charity |
| Communications Function | 20% | * Liaise and communicate with the Hamilton charity * Liaise with the Welcome Week Charity Selections Committee * Communicate with the rest of the Maroons Leadership Team while making decisions for the service |
| Advertising & Promotions Function | 15% | * Work with the Maroons Promotions Coordinator to create promotional material for fundraising events |
| Other | 10% | * Attend weekly Leadership Team meetings with the Maroons Coordinator * Actively seek additional ways in which the Maroons can become more involved within the Hamilton Community * Work with Maroons Events Coordinator to aid with fundraising events |

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| **Knowledge, Skills and Abilities** |
| * Knowledge of Microsoft Office programs (Word, Excel, Teams) and Zoom * Organizational and time management skills required * Event planning and fundraising experience is an asset * Organizational and time management skills * Skills to work independently and manage others * Interpersonal skills * Written and oral communication skills * Familiarity with the MSU |

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| **Effort & Responsibility** |
| * Demanding hours of work required preceding and during fundraising periods, such as Welcome Week * Communication with MSU businesses, services and clubs * Communication with University departments, including but not limited to the McMaster Alumni Association * Responsible for maintaining an appropriate and positive image of the MSU |

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| **Working Conditions** |
| * Time demands may exceed stated hours of work * Heavy lifting may be required * Role may be conducted virtually if required |

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| **Training and Experience** |
| * Previous experience with the Maroons is an asset * Participation in Maroons Leadership Team training (provided) * Participation in McMaster Welcome Week Training (provided) |

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| **Equipment** |
| * Personal Computer |