

Volunteer Description

St. Andrews Rectory Volunteer Fundraising Coordinator

The St. Andrews Rectory is a National Historic site located at 374 River Road (corner of River Road and St. Andrews Road) in St. Andrews and is run by the St. Andrews Heritage Centre Committee. The site and surrounding areas are where many of the early Red River Settlers located with nearby heritage sites including St. Andrews Church on the Red, Lower Fort Garry and Captain Kennedy House.

The Fundraising Coordinator position; working under the supervision of the Heritage Centre Committee, will be responsible to help coordinate, develop and implement fundraising initiatives.

DUTIES and RESPONSIBILITIES INCLUDE:

- Developing and implementing a fundraising plan for the Heritage Centre which would achieve the goals for sustainable funding and the development of new initiatives
- Identifying suitable fundraising opportunities, available grants and sponsorship partner opportunities
- Leading general fundraising activities
- Keeping the Museum Coordinator/Intern up-to-date on fundraising initiatives
- Accurately monitoring fundraising progress and producing reports for the Heritage Centre Committee
- Attending monthly Heritage Centre Committee meetings or providing a report

QUALIFICATIONS:

- Comfortable in a leadership role; ability to mentor and coach
- Demonstrate a high level of flexibility, pleasant persona coupled with sound judgment
- Knowledge or experience in fundraising would be an asset
- Must be a team player
- Must enjoy working with all types of people
- Excellent written and verbal communication skills

OTHER DETAILS AND APPLICATION PROCESS:

Hours – Approx. 2 hrs/wk; hours can vary based on your schedule

Volunteer Duration – 1-2 year term

Location – On site and/or from your home

Email or call Ellie Longbottom

rec.assistant@rmofstandrews.com

204-738-2264