



THE
PRINCESS
SHOP

306.222.3311 info@theprincessshop.ca theprincessshop.ca

Volunteer Title: Fundraising Coordinator

Role Vision: The Fundraising Coordinator will develop, facilitate, and expand fundraising initiatives to support The Princess Shop’s programs.

Purpose: Fundraising provides nonprofit organizations the ability to raise awareness in the community while raising funds for programming needs. The Fundraising Coordinator is responsible for the development, coordination and implementation of The Princess Shop’s “other fundraising” initiatives of The Princess Shop. The Fundraising Coordinator is responsible for the effectiveness, organization, growth and sustainability of these activities during his/her term.

The Princess Shop Mission Statement: The Princess Shop creates an enhanced graduation experience for female-identified students in need, and provides them with mentorship, support, and the tools to pursue success after graduation.

The Princess Shop Vision Statement: Each young woman in Saskatchewan will have the opportunity to celebrate her accomplishments and reach her full potential, ultimately positively impacting her entire community.

Values: Passion Community Mentorship Perseverance

Reports to: Executive Director of The Princess Shop

Position Term: The Fundraising Coordinator must commit to two graduation seasons to ensure sufficient volunteer turnover. Following the second graduation season and each subsequent summer, the Fundraising Coordinator can be reappointed for another year at the discretion of the Executive Director. For example, if engaged in September 2018, the Fundraising Coordinator is asked to commit to July 31, 2020.

Support: Training and direction for this position will always be provided. In addition, the Executive Director will be available for questions and assistance. This is a team environment, so no one feels alone!

Volunteer Team Snapshot

The Princess Shop is run by one staff member and a team of dedicated, ambitious volunteers that take on a variety of program coordinator roles and tasks year-round to support the Dress Program, Fairy Godmother Program and the Next Chapter Program. We take pride in the culture we have, which has our love for community in common and our shared passion results in a positive team environment. We are currently all women aged 19-31, some university students and some working in their careers. Everyone at The Princess Shop has something to bring to the table which makes our team meetings dynamic, exciting, and motivating. This has resulted in unique fundraisers, program expansions (such as housing scholarships), and many more amazing ideas that have helped us become more impactful in the community. We all share in the celebration of what we are able to achieve together, and the prospect of adding new volunteer members is always so exciting.

Qualifications:

- Excellent communication skills, both written and verbal
- Strong organization and time management skills
- An ability to self-motivate and can motivate others
- An ability to meet deadlines and prioritize, and is willing to put their responsibilities within this volunteer position first, on occasion
- A personal emphasis on being dependable and a willingness to do what it takes to get results
- Great attention to detail
- Strong leadership skills
- Excellent interpersonal skills
- A pleasant manner and patience, as well as drive, determination and passion!
- Experience working effectively both alone and within a team
- The resourcefulness and courage to be able to solve problems on the fly, take initiative, and take smart risks
- Strong computer skills, including experience with MS Office Suite and apps like Google Calendar and Google Docs

Key Responsibilities:

In collaboration with The Princess Shop volunteer team, the Fundraising Coordinator will plan, develop, manage and direct fundraising initiatives to:

- Raise funds to support The Princess Shop general operations through creative fundraising campaigns or events
- Achieve fundraising targets set by the Executive Director
- Form new partnerships in the business community to engage in campaigns to raise awareness and funds*
 - Third Party Fundraisers
 - The Princess Shop fundraisers and campaigns
- Coordinate logistics as necessary for any fundraisers (for example, prizes, volunteer help, thank you cards etc.)
- Maintain existing/annual fundraising initiatives
- Generate new fundraising ideas that will then be discussed with the Executive Director and team

Fundraising Coordinator, Saskatoon

Volunteer Position Description

Last updated Aug 2018 - KR

- Work in collaboration with the Executive Director to seek opportunities to grow and sustain the fundraising program
- Work with Communications Coordinator to implement communication aspects of fundraising campaigns and initiatives (promotion and thank you posts)
- Keep fundraising files updated on Google Drive
- Complete other duties as assigned to support all operations of The Princess Shop (Dress Appointments, shared shop maintenance duties, Glass Slipper Benefit support, etc.)

**Please note, this role does not include coordinating the annual Glass Slipper Benefit for Princesses, but all other fundraising initiatives throughout the year.*

Commitment and Expectations:

- Make minimum time commitment of 7-8 hours per week
- Coordinate with Executive Director to ensure the sustainability of all programs and to ensure consistency with the bylaws, incorporating documents, mission, vision, values, purpose and objectives of The Princess Shop
- Include Executive Director on relevant email correspondence to maintain open lines of communication
- Prepare verbal reports/updates to present to The Princess Shop team at staff meetings
- Initiate brainstorming sessions as needed
- Attend weekly team meetings at The Princess Shop (currently Thursdays 5:30pm-7:00pm)
- Maintain and submit timesheet to the Executive Director on the last day of the month

To Apply:

Email a cover letter and resume to karen@theprincessshop.ca.

Have questions? Do not hesitate to reach out to chat about anything before applying!