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|  | <p align="center">Philip Aziz Centre for Hospice Care & Emily's House</p> <p>Philip Aziz Centre (PAC) is a non-profit, palliative care hospice program providing practical, physical, emotional and spiritual support for people living with terminal and/or life-limiting illnesses. Hospice Services are delivered through a small professional staff team and large base of trained volunteers who work in collaboration with healthcare professionals and other agencies involved in a client's care.</p> | | |
| Volunteer Position: | Fundraising/Events Volunteer | Date: | December 2011-Present Document last updated May 2021 |
| Job Description: | | | |
| <p>PAC & EH seeks a friendly volunteer to assist in fundraising initiatives in order to assist in increasing the contributions of individuals and groups to donate funds/gifts to Philip Aziz Centre & Emily's House by building relationships and exploring new fundraising opportunities from various sources. Fundraisers also help raise awareness of PAC & EH and can support in any of these fundraising categories; community, corporate, legacy, major gifts, trusts & events.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> Organizing traditional activities such as sponsored events and community collections of donated goods Developing new and imaginative fundraising activities/events Assist the Director of Resource Development and other staff in administrative or task related duties for/during events Inspiring new supporters to raise money, while maintaining and developing relationships with existing supporters | | | |
| Job Location: | PAC Admin Offices (558 Gerrard Street East, Toronto, ON M4M 1X8) or Emily's House (45 Jack Layton Way, Toronto M4M 0B7), remote, virtually, or on site of event. | Volunteer Onboarding Complete; Confidentiality, Service Agreement, and all Consents and Documentation: | Yes – or special projects volunteer application/form and related consents. |
| Hospice Training Required: | No, Orientation recommended | Police Check Required: | Sometimes, depends on fundraising role/tasks |
| Volunteer Position Status & Length: | Part-time/episodic/on-going | Familiar with relevant Policy and Procedures from Manual: | Yes |
| <p>Qualifications:</p> <ul style="list-style-type: none"> Past Administration/Office work is an asset. Strong attention to detail and good interpersonal skills and communication skills Strong decision making and problem-solving skills Ability to multi-task and organize | | | |