



**Position: Fundraising Coordinator, Part-time Volunteer**  
**Volunteer Region: ON – Durham Region**

The Fundraising Coordinator is a member of the Chapter Leadership Council and reports to the Vice President, Autism Ontario – Durham Region. The successful candidate will be an experienced fundraiser, committed to meeting fundraising goals in order to provide support and services to the autism community in Durham Region, and to increase community awareness to the mission and purpose of the chapter.

**Essential Functions:**

- Planning, implementing and evaluating fundraising opportunities.
- Liaise with chapter event coordinator and volunteer coordinator to manage large-scale special events such as the annual gala and golf tournament.
- Develop annual & long-term goals to sustain progressive growth.
- Works in a team environment to effectively represent Autism Ontario – Durham Region and its mission in the community.
- Attend monthly chapter leadership council meetings at various locations around Durham Region.
- Must be accessible by email to address issues between monthly meetings.
- Some event participation required.

**Qualifications:**

- High degree of initiative required and must be able to work independently.
- Previous experience and proven skills in fundraising and event planning.
- Ability to manage large scale events.
- Project-oriented with excellent time-management skills.
- Superior organizational skills and problem-solving skills.
- Must be able to execute detailed plans to successful completion.
- Excellent interpersonal and communication skills.
- Ability to build community and corporate relationship networks.
- Must be familiar with the mission and purpose of the chapter.
- Knowledge of autism is an asset.
- Excellent computer skills required.

**If you are interested in this volunteer position,**  
**please contact our Volunteer Coordinator: [autismdurham.volunteer@gmail.com](mailto:autismdurham.volunteer@gmail.com)**

**We thank all applicants for their submissions. We will attempt to match all potential volunteers to meaningful and rewarding roles that are best suited to them.**

**Autism**ONTARIO - Durham Region

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