

# HfHP&D Volunteer Opportunity



**Position:** Fund Raising Team Leader

**Number of Positions:** 1

**Start Date:** ASAP

**Hours Per Week:** 2-6 hours

**Commitment:** Minimum 3 months

## **Location:**

Habitat office or work from home . Must be willing attend 1 hour meeting at the office every two weeks.

## **Required Skills:**

- Strong interest in business relations
- Good communication & leadership skills
- Enthusiasm, creativity, patience & flexibility
- Willingness to learn about Habitat for Humanity's programs
- Good organizational skills

## **Job Description:**

Habitat for Humanity Peterborough & District is need of a Fund Raising Team Leader to coordinate the work of the Corporate Partnership and Gift-in-Kind Coordinators. The Team Leader will help recruit and train team members as well as develop strategies for teams working with local businesses and churches to assist with fundraising activities and volunteer recruitment.

## **Tasks:**

- On-going recruitment of new members
- Develop or revise materials appropriate for the group
- Train new team members
- Organize and assign tasks
- Obtain feedback from group
- Coordinate activities with other Team Leaders

## **On Your Resume:**

- Market a not-for-profit to the corporate sector to secure sponsorship
- Provide customer service on behalf of a not-for-profit to fulfill sponsorship obligations
- Administering tracking form with detailed and exacting information
- Developing interpersonal skills and communication skills, working with a variety of people