



Volunteer Fundraising and Stewardship Coordinator

The Canadian Association of Black Journalists is looking for a motivated and energetic **volunteer fundraising and stewardship coordinator** to support the organization across different areas including community and individual fundraising and developing stewardship practices to grow our donor base and membership. This individual will assist with efforts to increase brand awareness and ultimately grow our community of members and donors. Enthusiasm and commitment is more important than experience but you'll need to be a great communicator, able to work independently and be passionate about making a difference.

Job description:

- Work with the executive director to coordinate the planning and management of CABJ year-long fundraising initiatives.
- Collaborate with the executive team & board of directors on #GivingTuesday and targeted fundraising efforts.
- Work with the executive director and director of engagement to research and solicit major and corporate donors.
- Identify potential business partners as sponsors.
- Help increase communications with members, supporters and current donors.
- Work with the executive director and director of engagement to create an annual fundraising plan for CABJ.
- Proactively contribute creative ideas for new fundraising opportunities.
- Assist in the development and management of fundraising database, helping update records and administrative duties as and when required

Qualifications:

- Nonprofit fundraising and/or event planning experience (new graduates welcome)
- Experience of working on multiple projects
- Excellent written and verbal communication skills

- Excellent interpersonal skills
- Innovative emerging leader capable of producing original ideas and materials
- Excellent attention to detail
- Ability to work flexibly in a virtual team with enthusiasm and commitment
- Knowledge of Microsoft Word and Excel, access to GMail or Google Drive; Willingness to learn new software is essential
- Clear understanding of the unique needs of nonprofit organizations

Additional Information:

The volunteer position is for approximately 20-30 hours per month, with a minimum commitment of 6 months. The position is virtual, with regular monthly meetings. We are grateful for the work of volunteers who've helped build the CABJ into the organization it is today. While at this time we are unable to offer compensation, every effort will be made by the executive team to help you learn new skills and gain experience. At the end of your time with the organization, a recommendation letter will be provided.

About the CABJ

Founded in 1996, the Canadian Association of Black Journalists' (CABJ) mission is to increase representation through education and inspiration. We believe Black journalists must work together to diversify newsrooms, to increase the number of Black media professionals in management positions in Canada and to educate and inspire a new generation of young Black journalists.

As the CABJ works towards extending its reach across Canada, we are focused on:

Advocating for diversity in Canadian media

Increasing CABJ's membership base in regions across Canada

Raising up a new generation of Black journalists and content creators

Offering hands-on workshops and other diverse professional development opportunities to Black journalists and content creators