



HOSPICE AND PALLIATIVE CARE OF KODIAK INC.

Job Title: Hospice Fundraising Volunteer

Summary:

Hospice Fundraising Volunteers support events designed to promote the organization and its services to the community.

Supervision:

Hospice Fundraising Volunteers report to the Volunteer Coordinator as well as the Executive Director.

Responsibilities:

- Identify and approach potential business partners
- Help increase communications with supporters
- Assist with general fundraising activities as needed
- Hospice Fundraising Volunteers will oversee the organization of the roles assigned, during an event and work congruently with Hospice & Palliative Care of Kodiak staff.
- Hospice Fundraising Volunteers will familiarize with mission, vision, and policies.
- Hospice Fundraising Volunteers maintains strict confidentiality in dealing with hospice finances, and budget information.
- Hospice Fundraising Volunteers will depend on judgement and experience to plan and accomplish fundraising goals.
- Hospice Fundraising Volunteers will record hours spent as soon as possible, and no more than 7 days from the date of event.
- Hospice Fundraising Volunteers will maintain a neat, appropriate and professional appearance.
- Hospice Fundraising Volunteer should identify themselves to clients as a Hospice & Palliative Care of Kodiak volunteer.
- Hospice Fundraising Volunteer must follow all policies, rules and regulations of the organization.

Qualifications

- Must be 15 years of age or older.
- Must attend required 4.0 training based on Hospice & Palliative Care of Kodiak standards.
- Must have access to transportation in order to fulfill volunteer service time.
- Must have a valid driver's license and insurance coverage as well as a good driving record. Must have proof of automobile insurance with coverage for self and others who are traveling in the vehicle.
- Hospice Fundraising Volunteer must have strong communication skills
- Hospice Fundraising Volunteer commitments are for 10-60 hours per year in any capacity.
- May involve some moderate lifting, standing, and sitting and the ability to hear and be heard.
- Experience working in an office environment
- Detail-oriented with excellent time management skills
- Strong interpersonal skills
- Works well independently and as part of a team
- Knowledge of Microsoft Office suite of programs, including Word, Excel and Outlook
- Database and website maintenance experience an asset
- Attendance event meetings is expected for planning and coordination purposes.
- Ability to build strong relationships with new people and organizations

Benefits and Recognition

- This position provides valuable experience for fundraising management and event planning students; individuals with an interest in gaining experience in the non-profit sector or in the environmental field;
- Must be able to maintain neutrality among differing opinions and demands.
- Volunteers are highly valued members of the HoK team and contribute to making a significant difference in HoK's sustainability plan. HoK will provide reference letters for all volunteers who successfully complete a placement.