

## **VOLUNTEER PLANNING TEAM RECRUITMENT DESCRIPTIONS**

### **ABOUT HOMELESS CONNECT TORONTO**

Since 2013, Homeless Connect Toronto (HCT) has coordinated “one-stop-shop” events for individuals at-risk-of and experiencing homelessness in Toronto. Our events bring together essential resources on housing, employment, ID clinics, health care, and other dignifying services (e.g., haircuts, foot care, manicures, clothing, etc.) under one roof for those at risk of or experiencing homelessness in Toronto. Service providers deliver as many of their services as they can on-site, minimizing the need for referral or follow-up. Community businesses also contribute to the event through offering services or in-kind donations. As a volunteer and service-run event, people from various sectors participate and actively engage in being a part of the solution to overcome homelessness in our city. In 2020, a new Community Connect event model has been launched and continues to be part of our event roadmap today.

Our vision at HCT is to assist individuals to connect the dots to end homelessness in their lives. HCT engages the community and creates sustainable partnerships to overcome homelessness in Toronto by:

- Increasing access to services by bringing providers to one centralized location
- Empowering guests by provide a space for their voices to be heard
- Fostering collaboration among local social service agencies by providing a comprehensive network of services
- Engaging business organizations to build partnerships with social service agencies
- Raising advocacy and awareness of issues contributing to homelessness through the united efforts homeless persons, volunteers, social services and businesses

### **QUALIFICATIONS AND SKILLS NEEDED FOR ALL LISTED POSITIONS:**

- Year-round commitment to planning and implementation, including attendance at:
  - Appreciation Events (June),
  - In their Shoes Summer Fundraiser (July - August TBC),
  - Community Connect events (throughout the year)
  - HCT10 (October)
- Attend regular monthly planning and debriefing meetings;
- Ability to work both independently and as a member of a team;
- Self-motivated, strong personal initiative and ownership;
- Highly organized and resourceful;
- Strong communications skills – written and oral;
- Ability to deal quickly with time sensitive material
- Previous volunteer experience with HCT or similar experience preferred

### **Rolling application period until positions are filled**

*If interested, please (1) submit your [volunteer application form](#) (2) send your cover letter and resume to [opportunities@hctoronto.org](mailto:opportunities@hctoronto.org)*

*HCT is committed to accommodating applicants with disabilities up to the point of undue hardship during the recruitment, assessment and selection process. Please notify HCT if you require accommodation in respect of the materials or procedures used at any time during this process. If you require accommodation HCT will work with you to determine how to meet your needs, please contact [opportunities@hctoronto.org](mailto:opportunities@hctoronto.org).*

**FUNDRAISING DEVELOPMENT LEAD (1 position)**

- Ability to engage future and current donors in the work that we do by developing relationships with current and future donors, applying for corporate and/or government grants, work closely with finance and logistics to ensure fundraising activities are meeting the needs of HCT programs, and collaborate with the Communications Subcommittee to ensure that appropriately recognition
- Experience in Sales, Marketing, and Fundraising an asset
- Reports to Executive Director

*Primary Responsibilities*

- o Donor Development
  - Create and implement tools, campaigns, etc to engage current and prospective donors
  - Support the donor stewardship plan to develop and nurture relationships with donors
  - Ensure prompt acknowledgement of donation to donors, funders and foundations
  - Maintain donor database and manage ongoing donor communications.
- o Fund Development
  - Identify new grant opportunities from government, private foundations, and corporate social responsibility programs
  - Assist with applying and writing grants to corporate, foundation, and/or government grants
  - Work with Finance Subcommittee to create yearly budget and cashflows
- o Communications
  - Work with Communications team to develop donor outreach and communication plans
  - Coordinate photo and video documentation to capture program activities for engaging funders and donors
  - Incorporate use of social media and communications to meet fundraising goals and activities
- o Assist in program evaluation and other administrative procedures as needed

Time Commitment: Year-round commitment including monthly meetings; Approximately 5-10 hours each month.