



# Volunteer Role Description

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## **Position: Third Party Fundraising**

**Purpose:** To raise funds to support the Burlington Community Foundation (BCF). As well as generate community awareness about BCF.

### **Key Responsibilities**

- Develop and execute third party fundraising initiatives, while following BCF's Third Party Fundraising Guidelines

### **Qualifications, Skills and Competencies**

- Outgoing, professional attitude
- Willingness to use or make contacts in the community to promote and successfully execute third party fundraising opportunities
- Creativity
- Previous event planning skills would be an asset

### **Time Commitment**

- Commitment will vary depending on fundraising opportunity

### **Training**

- Orientation to BCF
- Orientation to the BCF's Third Party Fundraising Guidelines

### **Benefits**

- Support and shape your own community
- Build relationships with BCF staff, other volunteers and community leaders
- Help BCF fulfil its mission