

## Donations Committee Lead

### SCWIST Volunteer Opportunity

SCWIST (The Society for Canadian Women in Science and Technology) is a not-for-profit society that specializes in improving the presence and influence of women and girls in STEM (Science, Technology, Engineering, and Math) in Canada. SCWIST promotes participation and advancement through education, networking, mentorship, collaborative partnerships and advocacy.

SCWIST Donations Volunteers develop leadership and strategy skills, gain valuable experience supporting fundraising opportunities and donations and expand their network attending Diversity in STEM-related events. Come join us to contribute to program delivery and advocacy work to further SCWIST's vision of an environment where girls and women in Canada pursue their interest, education and careers in science, technology, engineering and math (STEM), without barriers.

Do you have a passion for developing relationships with aligned partners? Are you looking to expand your network? Looking to contribute your fundraising and relationship-building skills to helping secure support for impactful programs?

#### Opportunity

SCWIST is seeking a resourceful and proactive volunteer, "**Donations Committee Lead**", to join our Donations Committee. The role reports to the Director of Strategic Development and is a minimum 12-month term.

The Donations Committee Lead will gain management skills, helping to guide other committee members through tasks and to meet committee goals and milestones. The Lead will work with the Director to design a strategy for producing fundraising events, tracking donations and maintaining ongoing fundraising and donor relationships as well as participate in conversations with sponsors and partners. Attendance at monthly committee check-in meetings for 30min-1hour and 5-10 hours of time per month is expected of the Lead to help execute the 1 year committee strategic plan goals.

The **Committee Lead** will impact the growth and development of the organization by supporting fundraising and donation opportunities for events, programs and membership professional development.

#### Key Results:

- Work with committee members to create and maintain a donations tracker spreadsheet
- Work with committee members to seek fundraising opportunities
- Work with the SCWIST administrator to coordinate donor thank yous
- Work with the committee members and leads at partnership organizations to update any SCWIST web page content

- Work with committee members to create at least two fundraising events to meet the Strategic Development 1-year goals
- Work with the Director to engage and maintain fundraising and donations opportunities
- Meet with the Director for 30min-1 hour every two weeks to discuss committee progress
- Participate in the Donations Committee's regular meetings
  - Once, monthly, for 30min-1 hour.
- Participate in at least 3 networking events throughout the year term and report back to the committee and Director, sharing any leads for sponsorships or professional development opportunities

### Skills and Qualifications

The successful candidate will possess many of the following skills or are willing to learn. When in doubt, apply!

- Studying or graduate of a Project Management, Strategic Development, Business Development, Fundraising, Communications, STEM-related or other applicable post-secondary program
- Experience balancing budgets and tracking finances
- Experience organizing fundraising events
- Ability to manage and prioritize multiple projects and tasks
- Demonstrated abilities in communications, team-leading, and networking
- Strong ability to collaborate and work with people remotely
- Positive demeanor and strives to be a productive, solution focused teammate
- An equivalent combination of training and experience will also be considered

### Term and Location

We anticipate this role to be 1-2 hours per week. Given the training and onboarding time, we ask for at least a 1-year commitment.

This volunteer opportunity is ideal for someone anywhere in Canada as it can be done remote/virtually. This volunteer opportunity can be done mostly remotely, with in-person needs for in-person events.

### How to Apply

Please complete a volunteer application at: <https://scwist.ca/get-involved/volunteer/>. Include a note indicating you are applying for the “**Donations Committee Lead**” role.

We encourage volunteers of all backgrounds and diversity to apply including those with lived experience or otherwise don't have the exact skills and qualifications noted above. Thank you for your interest in this opportunity to remove barriers for women and girls in STEM!