

Community Outreach Volunteer Role Overview:

Do you have a passion for fundraising and building meaningful partnerships? In this role, you will support the values and mission of Brain Tumour Foundation of Canada by connecting with your local community and cultivating corporate partnerships and sponsorships. You will assist in the development and execution of local and regional sponsorship opportunities for BrainWave events, ensuring alignment with corporate interests. You will work closely with BrainWave committee volunteers, staff, and other stakeholders to leverage networks in securing corporate gifts.

Description of Duties:

- Identify and secure sponsors to help fund events.
- Source and secure food and beverage donations through gift-in-kind sponsorships.
- Negotiate with vendors for services such as catering, entertainment, and equipment rentals.
- Solicit and secure local gift-in-kind and cash sponsorships.
- Support sponsorship fulfillment, ensuring partners receive appropriate recognition.
- Develop and maintain positive relationships with community partners and site hosts, communicating program updates and addressing any issues as needed.
- Assist in crafting sponsorship proposals, donor thank-you letters, and event recaps.
- Capture photos, testimonials, and key event moments for future marketing use.

Qualifications:

- Post-secondary education in Event Management, Fundraising, Marketing, Public Relations, or a related discipline is an asset.
- 1–3 years of experience in event coordination, fundraising, with a proven track record of securing gifts, or a related field.
- A positive attitude, excellent communication, interpersonal skills and relationship management skills.
- Experience managing corporate engagement programs and event sponsorships.
- Vulnerable Sector Police Check Required

Time Commitment:

- 5-7 hours per month with more frequent meetings closer to the event.
- Commitment is flexible based on your own schedule.
- All BrainWAVE volunteer roles are designed as two-year terms, with the opportunity to renew for one additional term.

