



**Volunteer Opportunity Title:** At Event Fundraiser Subcommittee

**Organizational Impact:**

- Contributes to the success of the Chapter's largest fundraiser

**Position Summary:** Create and deliver a variety of fund raising activities the night of the Gala

**Responsibilities and Duties:**

- Develop an evening fund raising strategy
- Identify and obtain any necessary licenses
- Arrange for any printing or supplies
- Ensure proper security processes in place on night of Gala
- Prepare post-Gala lottery report
- Prepare and monitor At-Event Fundraising budget
- Promote Gala to family, friends, and other contacts
- Complete tasks by deadline dates
- Actively participate in Committee meetings

**Preferred Skills / qualifications / experience:** Fundraising principles and techniques, Financial record keeping, Creativity, Ability to work collaboratively, Time management skills, Communication skills

**Skills Gained:** Fund raising, Event planning, Strategic thinking, Team work, Problem solving, Working within a budget

**Training / Support:** Use of previous event templates and materials, Gala Committee & Chair

**Additional Checks:** none

**Time Commitment:** Monthly Committee Meetings - Sept to March, Independent Work - Sept to March, Gala Attendance

**Start / End Dates:** September to March

**Start / End Time:** Monthly Meetings: Weeknight 6:30-8:30 pm, Independent Work: Nov-Feb 4hr/month; March 8 hour, Gala Attendance: Friday evening, 5:30-10:30 pm

**Number of Positions:** 2

**Opportunity Location:** Monthly Meetings: Chapter Office, Wpg, Independent Work: Offsite, email, phone

**How to Apply:** Please submit a volunteer application

**Contact Name:** Christine Keilback



# Canadian Hemophilia Society Manitoba Chapter



**Title/Role in Program:** Executive Director

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