

**Title: Grant Writing & Fundraising Assistant**

**Description:** Financial capacity building is the most challenging and one of the most important aspects of any organization. A keen interest in research, writing and creativity will be required to successfully develop a long term fundraising program. This person will work closely with the Executive Director and Treasurer to help with grant writing and participate in fundraising activities.

**Tasks:**

- Research and complete grants
- Develop creative revenue ideas
- Develop and initialize fundraising opportunities
- Prepare documentation for each process to be kept on file at the organization

**Benefits:** Gain valuable experience in a well-established, growing organization. Learn about Fair Trade and work with individuals who have experience locally, nationally, and internationally. Network and be exposed to other opportunities within the international development community. Fundraising and grant writing is an asset to any company organization; building these skills today will establish strong transferable skills for tomorrow, while at the same time getting the opportunity to assist in the growth and development of Fair Trade Vancouver. Obtain quantifiable results that will demonstrate your aptitude in your future career goals.

**Commitment:** We are looking for a minimum of 3 months commitment, 5 hours per week.

**Location:** The Fair Trade Vancouver office can be used for meetings between the core leader and the volunteer when needed, but a location that is convenient for both the lead and volunteer can be arranged.

**Skills Required:**

- Candidate must be thorough and have a keen eye for detail and specifics; grant writing is about details and ensuring each aspect of what is being asked is addressed
- Candidate must also have interest in seeking creative and pursuing creative fundraising methods
- Candidate must have a passion for Fair Trade and/or be willing to learn

**To apply please e-mail [volunteer@fairtradevancouver.ca](mailto:volunteer@fairtradevancouver.ca) with your resume and put 'Grant Writing & Fundraising Assistant' in the subject line. Please also indicate your interest in Fair Trade Vancouver.**