



## **Ronald McDonald House Charities® Atlantic**

Volunteer Opportunity: Fund Development Volunteer  
Location: Halifax, NS

**Ronald McDonald House Charities® Atlantic** offers family-centered programs that promote healing and togetherness. These programs include Ronald McDonald House and Ronald McDonald Family Rooms. When families visit Ronald McDonald House or a Ronald McDonald Family Room, they can expect to be welcomed by a volunteer's warm and friendly smile. Our volunteers truly are the "heart" of our organization. They play a vital role in our day-to-day operations and are responsible for adding loving touches that make our House a home.

Ronald McDonald House Charities® Atlantic is currently inviting applications for the position of Fund Development Volunteer.

### **The Opportunity**

We are seeking an outgoing and motivated individual to assist our Development team. The Fund Development Volunteer will report to the Director of Philanthropy and, at times, work directly with various members of the Development Team to meet and exceed our fundraising goal and support our mission. The commitment for this opportunity is one 3-hour shift per week, timing will be based on the volunteers' availability. Volunteer hours will be tracked in Volgistics.

### **Location**

RMHC Head Office: 5151 Terminal Road, Halifax, NS (Free parking is available at the Westin Nova Scotian). Occasionally, there may be volunteering opportunities that can be done from home and/or the RMHC Family Rooms.

### **Skills and Qualifications**

Excellent communication and organization skills

- Excellent organization and communication skills
- Problem-solving and adaptability
- Ability to work well independently
- Intermediate computer and typing skills
- Customer service skills
- Strong attention to detail
- Understanding of the importance of data security
- Eagerness to learn about RMHC Atlantic's mission and fund development work

### **Key job tasks of Fund Development Volunteer:**

- Assist with data entry
- Mail preparation
- Assist with web-based research projects to identify new potential donors
- Assist with event preparation for RMHC signature and third party events
- Other administrative duties, as required

**To apply**

Please email Lauren indicating your interest in this role and send your resume to:

Lauren Floyd  
Community Giving Manager  
[lauren@rmhcatlantic.ca](mailto:lauren@rmhcatlantic.ca)

Thank you for your interest in Ronald McDonald House Charities® Atlantic and this opportunity. We look forward to connecting with you.