

**MISSION**

Providing free services and supports to those affected by cancer.

**PURPOSE**

To assist with the planning and execution of Cancer Assistance Program (CAP) signature fundraising events (CARE Walk & Roll, Golf Classic, 9 & Dine, Gala, Spring Fundraiser)

**ACCOUNTABILITY**

Manager, Volunteer & Client Services, Fund Development and/or Coordinator, Special Events & Community Fundraising.

**RESPONSIBILITIES**

* Identify partners for sponsorships, prizes and/or auction items
* Recruit participants and/or attendees
* Event marketing and promotional support
* Event Ambassadors
* Volunteering the day and/or night of the event in agreed upon roles

**EXPECTATIONS**

* Adhere to Terms of Reference for specific event committee
* Follow all of CAP’s policies and procedures
* Maintain a professional manner and appearance
* Maintain confidentiality
* Provide feedback, share ideas and concerns

**QUALIFICATIONS**

* Enthusiasm for event planning and/or fundraising
* Experience with fundraising or event planning is an asset
* Ability to work as a team and also independently
* Reliable and follows through on action items

**TIME COMMITMENT**

* Monthly planning committee meeting – 1 hour/month
* Attendance at a pre-event planning and post-event debrief meeting – 1 hour each
* Attendance at the event – Up to 12 hours
* Event specific tasks between meetings, as assigned – Varied time

**BENEFITS**

* Knowledge that you’re fundraising efforts are helping to create access to cancer care for individuals living with cancer
* Meet and volunteer alongside an incredible team of compassionate people
* Learning new skills and gaining professional experience
* Opportunity to share knowledge and/or provide mentorship to others