



85TH ANNIVERSARY COMMITTEE

OUR STORY

Since 1940, the Christmas Bureau has been providing holiday meals (and joy) to Edmontonians in need. Rooted in community and compassion, our organization is connected to over 150 social service agencies and 1500+ volunteers to deliver two holiday programs every year: our Festive Food Hamper Program and the Adopt-A-Teen Program.

Operational all year long, our purpose is simple: *to give joy to others. It is greater than one meal. One act of kindness can impact someone for a lifetime.*

THE COMMITTEE

In 2025, the Christmas Bureau of Edmonton will celebrate 85 years of serving Edmontonians. To celebrate this milestone, the CBE intends to launch a five-year fund-raising campaign to raise \$16,000,000 to support the ongoing delivery of services to Edmontonians in need.

The 85th Anniversary Committee is an adhoc committee reporting to the Board. The Committee will support the Board and Operating Team in advancing the 85th Anniversary Capital Campaign and fund development initiatives.

Specific committee duties shall include:

- Supporting the development of the fund development and campaign strategy with the operations team.
- Identifying and working with the operations team to approach key donors.
- Supporting media opportunities and overall promotion of the campaign.
- Networking in the community to build awareness of the campaign.
- Reporting to the Board of Directors on the success of the campaign.

THE ROLE

Successful candidates will be able to demonstrate the following:

- Firstly, you're a fan of the Christmas season (and giving back to the community)
- Understanding of and support of the Christmas Bureau's mission, values, and purpose
- Understanding of basic fundraising principles and best practices
- Diverse knowledge and cultural understanding of marginalized communities
- Time for all committee duties and related activities (3-4 hours per month), plus an additional 8 hours of volunteer work within a calendar year



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Experience in any of the following areas would be an asset:

- Prior fundraising experience or involvement in large fundraising campaigns
- Demonstrated analytical and problem-solving skills
- Not-for-profit committee work

WHAT'S IN IT FOR ME?

- Opportunity to give back to the community, including seniors, families, and youth
- Leadership and mentorship opportunities
- Pathway to the Board of Directors
- Not-for-profit experience
- Networking and collaborating opportunities
- Fun events (and dedicated people)

NEXT STEPS

We encourage all applicants from diverse backgrounds and levels to apply, including students. Interested candidates are required to submit a resume highlighting your experience and a cover letter expressing interest.

Your application package should include:

- Cover letter outlining your interest in serving on the 85th Anniversary Committee
- Resume
- Two references

Please submit your application package via email to:

- Tracey Chandler
- Email: mail@christmasbureau.ca
- Subject line: CBE 85th Anniversary Committee

For additional information, please contact Adam Zawadiuk, Executive Director by email at adamz@christmasbureau.ca or by phone at 780-414-7682. For more information about the Christmas Bureau of Edmonton, visit us at christmasbureau.ca

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