



FUNDRAISING 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

The Fundraising Committee is a new adhoc committee reporting to the Board via the Fundraising Committee Chair. The Committee assists the board to ensure economic continuity of the Christmas Bureau by raising funds to facilitate organizational strategic objectives and operational activities. Specific duties shall include:

- Reviewing the fundraising practices of the Christmas Bureau annually to analyze funding source trends both for the Christmas Bureau and elsewhere in the charitable community.
- Development of a two-year fundraising strategic framework based on the board approved strategic plan.
- Providing support to the Manager, Partnerships and Engagement and the Executive Director in the development of an annual fundraising plan.
- Working closely with the Communications Committee to communicate the Bureau's financial needs, promoting fundraising activities.
- Engaging, supporting, and encouraging all fundraising activities and promotions of the Christmas Bureau.
- Preparing and presenting to the Board of Directors a committee work plan and regular updates, based on the approved Christmas Bureau Strategic Plan.

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)
- 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 Fundraising Committee
- Resume
- Two references

Please submit your application package via email to:

- Tracey Chandler
- Email: mail@christmasbureau.ca
- Subject line: CBE Fundraising 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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