



## Fundraising Ambassador

### Primary Responsibilities of a Fundraising Ambassador

- Participate in learning, team building, brand building and fundraising activities as is required in order to meet fundraising targets and organizational objectives.
- Achieve or surpass required fundraising targets.
- Maintain all paperwork required of the position in accordance with company policy.
- Use company property issued in connection with this position with care and for the purpose intended.
- Arrive on time and prepared to begin work at scheduled start time.
- Check and reply accordingly to emails daily.
- Complete online time sheet daily and without error or omission.
- Conduct all fundraising, brand building and team building activity in accordance with the law, the Code of Conduct and the Employee Handbook.
- Actively participate in all scheduled work and training sessions. This is inclusive of non-harassment and workplace violence training sessions.
- Adhere to territory management policies and procedures as they relate to fundraising activities.
- Adhere to all policies, instructions and guidelines as detailed by the Company in the Employee Handbook and industry best practices regarding data integrity, security and confidentiality, as you are made aware.

### Position Requirements

- Ability to work in a fast-paced environment with performance targets and continued professional development.
- Exhibit a high level of proficiency in reading, writing and verbally communicating in English.
- Maintenance of a positive attitude and a professional demeanor.
- Ability to effectively work within a team or independently.
- Willingness to participate in a rotating schedule which includes evenings and weekends.
- Ability to achieve or surpass fundraising targets.