



Team Leader

Primary Responsibilities

- Lead by example while engaging in grass roots fundraising efforts.
- 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 and other work communication daily.
- Conduct all fundraising, brand building and team building activity in accordance with the law, the Professional Face-to-Face Fundraising Association Code of Conduct and the Employee Handbook.
- Practice good team building habits:
 - Conduct regular and ongoing coaching sessions with the individuals on your team to discuss personal goals and skills development that could increase their performance
 - Enforce policy and procedures fairly and consistently in a nondiscriminatory manner
 - Adhere to territory management and tracking policies and procedures as they relate to fundraising activities.
 - Promote best fundraising practice and campaign knowledge in daily skill share meetings.
 - Maintain a positive and productive attitude at all times.
- Complete Cycle of Development and discuss production targets with assigned members daily.
- Return mobile devices to the office for self and team each day as assigned.
- Work and train staff on street fundraising, residential canvassing and business-to-business fundraising.
- Work to promote one Team Leaders from your team per month.
- 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 while meeting weekly performance targets and training team members.
- 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 include evenings and weekends.
- Ability to work in a manner which is easy for others to replicate.
- Ability to develop and promote Team Leaders.