

Fundraising Coordinator

[Carbon Conversations TO](#) (CCTO) is a volunteer-run group that aims to motivate individuals in Toronto communities to express their concerns about climate change while gaining tools and resources to help them reduce their carbon footprint. Our program is designed using reputable [Carbon Conversations](#) materials developed by psychotherapist Rosemary Randall and engineer Andy Brown in the UK. We have been delivering the program in Toronto with great success since 2018 and we continue to expand our reach and impact each year.

As a team, we value:

- Self-care and achieving a healthy balance with our different life priorities
- Finding a role that meets our team members' interests and the opportunity to grow and expand their skill set
- Professionalism & accountability to help us achieve our joint mission and desired impact
- Supporting each other in the climate action journey

More context about this role: Our six week Climate Change and You program has helped 68 people navigate their complex reactions to climate change and shift toward making climate action a bigger part of their lives. Now, we'd like to raise funds for scaling up this important program. We are also looking to raise funds to develop new programming for people experiencing climate distress. This role will be responsible for creating and executing our fundraising strategy to help us grow and make an even bigger impact across the city and beyond.

What you would be doing:

- Conduct research on fundraising opportunities such as grants, potential corporate and foundation funders, hosting fundraising events and community campaigns, acquiring monthly donors, etc.
- Collaborate with the management team to develop the strategy and plan for reaching CCTO's fundraising targets.
- Execute the tasks created in the fundraising strategy (with the support of our president, communications team and outreach teams as needed). This might include grant and proposal writing, leading community fundraisers, corporate sponsorship & foundation proposals, in-kind donation asks, etc.

Key Skills and/or Experience (*that help with the role*):

Applicants do not need to possess all of the below requirements, but should possess some of the following:

- 3+ years fundraising experience in a non-profit setting (but sales and marketing would also be of interest to us).
- Experience setting strategic direction for a team or organization.
- Experience in leading fundraising events and campaigns.
- Self-starter: you're able to work independently with minimal supervision and are confident in making decisions and putting them into action
- A strong interest and proven skill in effectively connecting with people and building and nurturing relationships.
- Ability to work with limited resources, seize opportunities and think creatively.
- Good work ethic, a flexible and non-judgmental approach to people.
- Ease and familiarity with or willingness to learn GSuite.

What would be considered an asset:

- Experience in a volunteer-based setting as our full organization is run by volunteers.
- Is well-connected, particularly with environmental funders.
- Experience fundraising in support of non-registered organizations (CCTO is not registered as a non-profit or charity).
- Confidence in making difficult and complex decisions.
- Interest/experience in psychology, behaviour change, counseling or related areas.

Timing and Commitment: We ask for a 6-month commitment to the volunteer role at approximately 15h per month (flexible based on your needs).

Benefits:

- Connect with a community of passionate humans who are working together to normalize climate action through a unique approach based on climate psychology.
- Make a difference and support others in their journey of climate action.
- Develop skills in strategic thinking, fundraising and project management as you take the lead on a foundational pillar in CCTO's strategy.
- Join any of CCTO's programming for free (Climate Change & You (\$60 value), Facilitator Training (\$300 value)).
- We offer volunteer honorariums when we have additional funding.
- Opportunity to join CCTO team building volunteer activities and/or professional development trainings.

How to apply: Share with us why you are interested in this role and your resume to info@carbonconversationsto.com. Please write 'Fundraising Coordinator Application' in the email subject line.