JOB DESCRIPTION

Volunteer

Position Title: Horizons External-Relations Sponsorship and Fundraising Coordinator

Term of Office: March 1 to August 30

Supervisor: Horizons Coordinator

Remuneration: Volunteer position

Hours of Work: 3-5 hours per week (minimum), with hours of work increasing as the event date approaches

General Scope of Duties

The External Relations Sponsorship and Fundraising Coordinator is responsible for soliciting donations (both financial and product) to both fund the conference and create a more financially accessible conference for delegates. During the conference weekend, this position will transition into a Leadership Developer (LD) role along with promoting the Horizons conference to incoming first year students, in conjunction with the Horizons Planning Team.

Major Duties and Responsibilities

<table>
<thead>
<tr>
<th>Category</th>
<th>Percent</th>
<th>Specifics</th>
</tr>
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<tbody>
<tr>
<td>Supervisory Function</td>
<td>10%</td>
<td>• Assist the Coordinator with the selection and training of volunteers</td>
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<td>• Contribute to the management of the Special Errands Team (SET) during the conference</td>
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<tr>
<td>Leadership &amp; Facilitation</td>
<td>30%</td>
<td>• Lead breakout sessions for groups of 10-12 delegates during the conference weekend</td>
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<tr>
<td>Function</td>
<td></td>
<td>• Foster the development of leadership skills in others</td>
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<td>• Sustainably respond to student issues and concerns</td>
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<td>• Establish and maintain an environment that is conducive of personal development and ensures that delegates feel safe and secure</td>
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<td>• Actively mediate conflict in a holistic manner</td>
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<td>• Collaborate with co-LDs prior to the conference weekend to plan a group theme and session room decorations</td>
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<td>• Collaborate with co-LDs prior to the conference weekend to contact delegates and welcome them to the Horizons conference</td>
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<tr>
<td>Financial &amp; Budgeting</td>
<td>105%</td>
<td>• Research items needed for public relations/fundraising strategies and present it to the Coordinator</td>
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Approved Sept 16/04
Revised EB 13-25
## Communications Function

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<th>Percentage</th>
<th>Tasks</th>
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</table>
| 20%        | - Promote Horizons at various University events (i.e., May @ Mac, etc)  
            - Work with the Horizons Publications Coordinator to design any and all promotional materials  
            - Attend all Horizons Planning Team meetings  
            - Work with the other Planning Team members to plan and conduct the volunteer application and interview process  
            - Assist in the promotions for staff and delegate recruitment for the Horizons conference  
            - Develop a sponsorship package with the Horizons Coordinator (working closely with the Media and Design Coordinator)  
            - Solicit campus groups and the business community for donations and sponsorship  
            - Prepare thank you letters to all sponsors  
            - Keep running record of all donations collected and sponsorships secured to aid in transition for the following year |

## Logistics Function

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| 30%        | - Execute on and off campus fundraising events (e.g., bake sales, pizza sales, bottle drives, car washes, etc.) leading up to the conference  
            - Create a schedule with the Planning Team to support fundraising events |

## Other

<table>
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<th>Percentage</th>
<th>Tasks</th>
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| 60%        | - Develop a sponsorship package with the Horizons Planning Team (working closely with the Publications Coordinator)  
            - Solicit campus groups and the business community for sponsors  
            - Prepare thank you letters to all sponsors  
            - Prepare and distribute press releases to the local and national media in conjunction with the Student Life Development Coordinator  
            - Regularly update the transition report throughout the duration of conference planning, to be completed post-conference  
            - Work with the other Planning Team members to plan and conduct the volunteer application and interview process  
            - Attend all Planning Team meetings  
            - Complete other tasks as assigned by the Coordinator |

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**Knowledge, Skills and Abilities**

- Organization and time management skills
- Strong interpersonal and communication skills to foster positive relationships with delegates
- Problem solving under stressful conditions
- Knowledge of the McMaster campus
- Knowledge of Hamilton community an asset
- Creativity
- Teamwork
- Communication skills
- Excellent speaking, listening, and facilitation skills;
- Sensitivity to diverse lived experiences from a wide range of backgrounds
Horizons External Relations Sponsorship and Fundraising Coordinator Job Description

- Approachability and accessibility to student needs and concerns
- Ability to recognize and respond effectively to delegate concerns
- Experience in conflict mediation is an asset

Effort & Responsibility
- Attention to detail
- Responsible for the overall success of the conference
- Expected to interact closely with other conference staff and youth delegates
- The Sponsorship and Fundraising Coordinator is expected to be a positive role model during the conference and beyond, maintaining professionalism with all delegates

Working Conditions
- Time demands may exceed stated hours of work, especially as the conference approaches
- Travel to off campus businesses is required to solicit and pick up sponsorships and donations
- Most work can be completed in a shared office space or from home

Training and Experience
- Experience with previous or other leadership conferences is an asset
- Promotion and sponsorship experience an asset
- Previous leadership or mentorship experience is an asset but not required
- Additional training will be provided by the Horizons Coordinator

Equipment
- Basic computer software and internet use
- Personal computer
- Shared telephone