

**Volunteer Job Posting:
Board Member at Large, specializing in Fundraising Strategy and Fund Development**

Environmental Youth Alliance (EYA) seeks community leaders with experience and expertise in fundraising and fund development—plus passion for the environment, sustainability initiatives, and youth education—to join the Board of Directors. We are looking for someone that is “connected” to the community, has professional experience in fund development and donor relations, and is able to develop a fundraising strategy and lead fundraising activities to support EYA’s mandate. Our ideal candidate will come from a traditional fundraising background, possess knowledge around corporate donors, and have experience in developing campaigns such as direct mail, annual giving, and major gifts.

EYA is a non-profit charity that cultivates transformative nature experiences for children and youth in urban environments to foster community connectedness, build ecological leadership skills, and enhance their well-being. We work to engage and empower youth to create meaningful, positive action for our community and environmental health.

To learn more about EYA and our programming, please visit www.eya.ca.

Commitment

- Attend Board meetings. The Board of Directors meets every 4-6 weeks and meetings typically last 2-3 hours.
- Willingness to devote an average of 5-10 hours per month to EYA business above and beyond Board meetings, including participation in the Fundraising Committee and other Board Committees (Human Resources Committee, Program Committee, and Policy and Governance Committee).
- Participate in Board special events and meetings, typically two to four per year.
- Represent EYA at community outreach events (minimum of two per year).
- Fulfill a two-year term, which may be renewed (pending approval of the Board and EYA members at the AGM).
- Currently, the Board is a working board focused on strategic planning, fundraising activities and establishing policies and procedures to support the long-term success of the organization.

Specific Responsibilities for Fundraising Specialist

- Develop and implement a fundraising strategy, and assume leadership in fund development.
- Act as the Chair of the Fundraising Committee.
- Provide expertise and advice to Board and staff in the area of fundraising and fund development.
- Work with all Directors to determine their contribution and role in fundraising.
- Provide mentorship and support to EYA staff related to staff-led fundraising activities.
- Other activities suited to the individual’s skills and interests.

General Director Responsibilities



EYA

ENVIRONMENTAL YOUTH ALLIANCE

HELPING CHILDREN AND YOUTH DISCOVER THEIR INNER NATURE

- Advise, govern, oversee policy and direction, and assist with the leadership and general promotion of EYA to support the organization's mission.
- Participate in Board Committees such as the fundraising committee, program committee, human resources committee, and policy and procedures committee.
- Participate in EYA fundraising activities including developing and maintaining relationships with donors and pursuing new fundraising opportunities.
- Participate in community events on behalf of EYA.
- Be alert to community concerns that can be addressed by EYA's mission, objectives, and programs.
- Remain up to date with relevant legislation and policies.
- Keep in touch with the general needs and concerns of EYA's operations.
- Help communicate and promote EYA's mission and programs to the community.
- Monitor organizational finances, including adoption and oversight of the annual budget, and financial resources and needs.
- Understand the policies and procedures of EYA and formulate policies where needs arise.
- Financially support EYA through donor plan in a manner commensurate with your ability.
- Conduct periodic evaluations of EYA operations and programs with a view to improvement.
- Ensure succession planning for the Board of Directors.

Skills

- Professional expertise in fund development and corporate donor relations.
- Experience in developing and implementing successful fundraising programs and campaigns such as direct mail, annual giving, and major gifts.
- A high level of administrative, organizational, and leadership skills.
- Experience in event planning, business administration, grant writing, and facilitation an asset.
- Knowledgeable of board governance and previous board experience is considered an asset.
- Able to work independently and as part of a team.

How to Apply

To apply for this position, submit a résumé and cover letter outlining your interest and experience to Eileen Jones, Member, EYA Board of Directors: eileenlaurajones@gmail.com. Applications will be accepted on a rolling basis until September 29. We may opt to meet with suitable candidates before the deadline, so candidates are encouraged to apply early!