



MANITOBA ECO-NETWORK

3-303 Portage Ave., Winnipeg MB R3B 2B4
Tel: 204-947-6511 Fax: 1-866-237-3130 www.mbeconetwork.org

Volunteer Position

Fundraising List Management

Manitoba Eco-Network is a non-profit organization which promotes positive environmental action. Our organization's mission is to facilitate environmental awareness and expand community connections. We serve as an umbrella for environmental non-governmental organizations across the province. We welcome individual, environmental non-governmental organizations, and associate members, to our organization.

ROLE: Fundraising List Management

PURPOSE & DUTIES: Manitoba Eco-Network relies on grants and funding to maintain our nonprofit and the projects we undertake. We also provide this list of fundraising sources to other groups in our network to support their funding efforts. We need a volunteer to assist us in going through our list of fundraising sources to make sure that it is up-to-date and accurate.

As a volunteer, your duties are:

- Checking the fundraiser database to make sure the information and contacts are up-to-date;
- Locate new funding sources to add to the database;
- Other related duties as assigned.

QUALIFICATIONS & REQUIREMENTS:

- Minimum of a high school degree;
- Access to a personal computer to work from home;
- Access to a personal email and phone;
- Familiarity with computers and the internet;
- Ability to work with Microsoft office, especially with Microsoft Excel;
- Willingness to email and cold-call funding organizations to confirm contact information;
- Ability to commit to at least 2 hours of work weekly and up to 5 hours weekly;
- Experience with managing databases a plus.

CONTACT: Please send resume to info@mbeconetwork.org



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