

**Canadian Nurses for Africa**

**Board Member Fundraising Lead**

Canadian Nurses for Africa

338 Lakeshore Road East

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Oakville, Ontario

L6J7N5

**About us**: CNFA believes access to healthcare is a basic human right. Founded in 2007 by a group of dedicated nurses with a passion for supporting the health needs of the people of rural Kenya, CNFA delivers quality short term health care and sustainable health initiatives. Annually, Canadian nurses volunteer their time to set up and staff free medical clinics in communities who otherwise do not have access to medical care. In addition, CNFA funds health programs in the villages we serve year-round, such as the jiggers eradication program (devastating parasitic infection that can lead to gangrene and sepsis which can be easily treated and prevented). Over eleven missions have been supported through the fundraising efforts of CNFA. Almost 100,000 Kenyans have been personally impacted through these missions. Fundraising is vital to the sustainability of the program. Each mission requires over $30,000 CAD to support travel, medications and medical supplies. Canadian nurses donate their time and pay for their own travel and accommodation expenses.

**Access to health care is a basic human right.**

**Mission Statement**: Supporting the health needs of the people of rural Kenya through quality short term health care and sustainable health initiatives.

**Vision:** To improve the health of people who live in rural communities in Kenya.

Role Title: CNFA Board Member Fundraising Lead

Role summary: Currently we are seeking a Fundraising Lead to join our board of directors to lead our annual campaign and maintain our current donor base. This will include the general oversight of all fund development operations including, but not limited to, all fundraising activities (2-3 per year), one annual special event, and grant applications.

Duties and responsibilities:

1. Operationalizes fundraising initiative and events (with support from the board).
2. Maintains relationships with current and prospective donors.
3. Accepts gifts from donors and assures receipts and thank you notes are prepared by a support volunteer.
4. Ongoing surveillance and review of CNFA projects for eligibility for funding through grant applications and other charitable resources.
5. Creates and maintains a CNFA calendar of annual activities and meetings with help from support volunteers.
6. Recruit and support fundraising team members.
7. Prepares fundraising reports for the Board as required.
8. Reports to the Board President and appropriate committees as required.
9. Maintains all donor and fund development records, with help from a support volunteer.
10. Ethics
11. Acts in accordance with the Association of Fundraising Professionals “Statement of Ethical Practice”.
12. Ensures compliance with all legislative rules and regulations for charitable giving both to the letter and spirit of the law.

Position Requirements:

Minimum education – preferred in marketing, public affairs, fund development or related discipline

Minimum experience – 1-3 years in a related field or role

Language skills – ability to communicate effectively orally and in written English

Administrative skills – attention to detail, ability to manage multiple projects at one time, strong math skills, ability to create written documents, brochures and reports

Software proficiency – Microsoft office – word, excel, power point, Outlook, Teams.

Ability to support content for social media platforms

*Time commitment: 2-4 hours per week*