



VOLUNTEER JOB DESCRIPTION: REVENUE DEVELOPMENT COORDINATOR

Last Updated: March 2024

JOB DESCRIPTION

As a volunteer Revenue Development Coordinator for [Homes For The Holidays](#), you will play a crucial role in generating revenue to support our partner charity, Take a Hike Foundation. Your responsibilities will include soliciting donations, identifying prospective donors, and building connections within the community to help us raise funds to support the kids that need it the most!

KEY RESPONSIBILITIES

Soliciting Donations: 80%

- Build relationships with donors and supporters.
- Reach out to individuals, businesses, and organizations to request financial contributions in support of Homes For The Holidays.
- Liaison with Take a Hike team to effectively communicate the impact of donations on our programs and initiatives.
- Utilize various channels such as phone calls, emails, and in-person meetings to solicit donations from potential supporters.

Identifying Prospects: 10%

- Conduct research to identify potential donors who may have an interest in supporting our cause.
- Collaborate with other volunteers and TAH team members to leverage existing connections and expand our network of supporters.

Communication and Coordination: 10%

- Record details of each donation, by requesting for donors to complete donation information forms.
- Regularly update the tracking document to reflect new donations, changes, and status updates
- Maintain open communication with donors, expressing gratitude for their contributions and providing necessary information about the event.
- Collaborate with other volunteers and committee members to coordinate efforts and share updates.
- Attend monthly planning meetings and provide progress reports on silent auction donations and logistics.

QUALIFICATIONS

- Strong communication and interpersonal skills.
- Ability to build rapport and cultivate relationships with diverse stakeholders.
- Comfortable with conducting research and prospecting for potential donors.
- Passionate about making a positive impact in the community and supporting the kids that need it the most!

TIME COMMITMENT

- 2-3 hours a week, with increased involvement closer to the event date.
- Volunteers in this role will ideally be able to join as a volunteer during the event on November 23 + 24.
- To learn more about this volunteer opportunity, please contact rlipetz@takeahikefoundation.org

Thank you for considering this volunteer opportunity to support Homes For The Holidays. Your dedication and efforts will make a significant impact on our fundraising success and our ability to make a difference in the lives of the kids in Take a Hike programs!

ABOUT TAKE A HIKE

[Take a Hike](#) partners with public school districts to engage vulnerable youth in a full-time mental health and emotional well-being program embedded in an alternate education classroom.

Our mission is to empower vulnerable youth with the skills and resilience they need to graduate high school, build healthy relationships, navigate the challenges of young adulthood, and achieve success—however they define it. We do this by engaging youth in intensive and continuous clinical counselling, regular outdoor adventures, and supporting youth in a safe and caring community.

Over the past twenty years, Take a Hike has developed a proven, trauma-informed, evidence-based program model that has transformed the lives of hundreds of youth in B.C. along with their families.

ABOUT HOMES FOR THE HOLIDAYS

Vancouver's unforgettable celebration of the season, [Homes For The Holidays](#), takes place this year on **November 23 & 24!** This unparalleled holiday event will unite award-winning interior design teams with leading florists and home décor retailers all under one roof: UBC's iconic Cecil Green Park House. Once again, the cliff-top mansion will be transformed to showcase uniquely festive décor ideas ranging from tablescapes to room vignettes for visitors to reimagine in their own homes.

Attendees will enjoy live music as they wander through the exquisitely decorated rooms of one of Vancouver's most prestigious properties. Highlights also include our popular Silent Auction—a great place for inspired holiday shopping—as well as the magical Terrace of Trees where sponsored evergreens are beautifully trimmed by talented designers. Best of all, all proceeds will benefit our remarkable charity partner, Take a Hike Foundation!