

VOLUNTEER POSITION: Adopt-A-Flight Direct Mail Program

Position type: Volunteer

Time Commitment: two ½ days per week for a minimum of six (6) months

Job Region: ON – Metro Toronto Area

Location: Yonge & Sheppard

Application deadline:

THE HOPE AIR ORGANIZATION

Hope Air is a registered national charity dedicated to serving Canadians in financial need by providing free air transportation to recognized facilities for non-emergency medical care not available in the client's home community. Using donated seats **Hope Air** arranges flights for clients on commercial, corporate and general aviation aircraft, the latter of which are operated by registered volunteer pilots. By serving all provinces, assisting all ages and representing a wide variety of illness groups, Hope Air stands alone in providing this service. Largely volunteer-based, our culture is one of respect and caring.

POSITION SUMMARY

This position reports to the Volunteer Coordinator. Adopt-a-Flight Volunteers are responsible for all aspects of the direct mail campaign, including prospect research, data entry, letters, mailings and follow-up. This is a new fund development program for Hope Air and the successful volunteer candidate will bring knowledge of direct mail campaigns to the role.

POSITION RESPONSIBILITIES MAY INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:

- Research potential individual and corporate donors
- Assist Volunteer Coordinator in program development and management
- Data entry and database management of all potential and active donors
- Preparation of mailing packages, including creation of solicitation letters
- Management of donor recognition database and processing of recognition packages to donors

QUALIFICATIONS

- Bilingual – fluent oral and written communication skills in both English & French
- Strong communications and client service skills
- Self-starter; can work with minimal supervision
- Advanced computer skills (MS Office, Internet, E-mail)
- Fund development/fundraising experience an asset
- Pro-active problem solver

POSITION COMMITMENT

- Two half-day (8 hours) per week
- Minimum of six (6) months in position
- Available for a minimum of two (2) training workshops per year

STATISTICS

- Total office staff – 3.5

- Provided over 52,000 flights to Canadians since inception in 1986
- Approximately 20 office volunteers
- 75 volunteer private pilots
- \$522,000 operating budget (excluding in-kind revenue of \$2,000,000), spending less than 5% annually of total revenue (including in-kind) on administration

Prior to submitting application, please visit: www.hopeair.org

Interested parties are asked to submit cover letter and copy of their current resume by e-mail to:
Heather Johnson: hjohnson@hopeair.org. Please include your daytime telephone number.

We appreciate the interest of all applicants, however, only candidates selected for an interview will be contacted.

Contact by: Email

Job Contact Information

Heather Johnson: hjohnson@hopeair.org