



PWRDF

The Primate's World Relief
and Development Fund

The Anglican Church of Canada

Volunteer Opportunity: Foundation Researcher

Organizational Background

The Primate's World Relief and Development Fund (PWRDF) is the Anglican Church of Canada's agency for sustainable development and relief. With the support of Anglicans across Canada, PWRDF partners with organizations working to increase healthy pregnancies and births, reduce gender inequality, relieve hunger and break the cycle of poverty in the world's most vulnerable communities. Against a backdrop of climate change, PWRDF strives to address the United Nations Sustainable Development Goals for 2030.

Working towards a truly just, healthy and peaceful world.

The Primate's World Relief and Development Fund has been connecting Anglicans in Canada to people in need since 1958. Learn more at pwrdf.org.

Purpose

The Foundation Researcher is a key member of PWRDF's volunteer team who helps PWRDF achieve its strategic goal of institutional sustainability by increasing and diversifying revenues. This will be done by researching and recommending charitable foundations whose giving profile is a good match for PWRDF.

Responsibilities

1. Research and identify foundations whose giving profile is a good match for PWRDF based on established criteria as defined by the Senior Advisor, Planned Giving and Major Gifts
2. Develop a database of foundations including contact information, giving preferences, timelines and procedures
3. Maintain current knowledge of PWRDF's work (programs, stories, impact, emergency appeals, how we work with and empower partners for change), through regular contact with PWRDF staff, visiting the website, subscribing to PWRDF's Email Update, Volunteer Portal, and social media channels
4. Assist with the research and compilation of background materials for grant proposals

Requirements

- Experience in fundraising and nonprofit management preferable, or a demonstrated willingness to learn
- Interest in sustainable development, relief, refugees and global justice
- Strong written communication skills using Microsoft Office applications
- Internet access and strong internet research skills
- Detail-oriented
- Ability to work independently
- Adherence to PWRDF policies: Code of Ethics, Fundraising and Gift Acceptance, Volunteer, Sexual Misconduct, privacy and Conflict of Interest. [Read the full text of the policies.](#)

Support Provided

- Training and orientation to the work of PWRDF and access to a volunteer portal with updated documents and training materials
- Training specific to the role and fundraising plan
- Staff availability for advice, goal setting and any other support noted in work plan
- Regular communication about PWRDF programs and resources

Time Commitment

- Approximately 3 – 5 hours per week
- Meeting with staff contact once per month
- A 6-month commitment is preferred

Benefits

- Working with a dynamic network of like-minded volunteers committed to global justice.
- Opportunity to gain experience in fundraising and international development
- A flexible schedule that you can determine

Equity and Inclusion

PWRDF seeks to fully integrate the principles of equity, inclusion and anti-racism and will ensure the full participation of members of historically disadvantaged groups. PWRDF will achieve this by ensuring that its recruitment processes are fair and equitable for all persons.

PWRDF strives to ensure that its recruitment and screening processes meet the needs of all persons with disabilities. As such, PWRDF will provide accommodations in accordance with the Ontario Human Rights Code for any applicant as requested during the recruitment process. If you require accommodation please contact PWRDF's Volunteer Coordinator, Kim Umbach at kumbach@pwrdf.org.