



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. Through the support of Anglican parishes and other individuals and foundations across Canada, PWRDF makes financial and human resources available to partners around the world working to improve health, food security and livelihoods for vulnerable people.

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 Planned Giving and Major Gifts Lead
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 Exploitation Abuse and Harassment (SEAH), 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