



**Volunteer Role**  
**FUNDRAISING ASSISTANT**

**Jamaican Canadian Association of Nurses (JCAN)** is a registered charity that is committed to improving healthcare in impoverished communities in Canada and Jamaica. At past charity fundraising events JCAN has endowed nursing students experiencing financial hardship with a scholarship towards their tuition and provided recognition including monetary assistance to other registered charities in Canada with similar mandate “to meet the needs of marginalized individuals in the community.” Additionally, JCAN has donated much-needed state-of the-art-medical equipment to under-funded hospitals in Jamaica.

**Role Purpose**

To assist with the fundraising activities of JCAN in order to meet annual fundraising targets by providing effective and efficient support to the LTC, Programs & Fundraising Committee. To identify through research, grant options available to JCAN and assisting with generating grant and sponsorship proposals.

**Key Responsibilities**

- To assist the LTC, Programs & Fundraising Committee by completing tasks that may be directly assigned.
- To provide creative fundraising ideas.
- To carry out research in order to obtain relevant information that can contribute to grant proposals, sponsorship proposals and donor outreach strategies.
- To undertake specific fundraising projects, attend LTC, Programs & Fundraising Committee meetings and other JCAN events as necessary.
- To liaise directly with prospective donors and sponsors.

**Abilities and Skills**

Knowledge of JCAN’s Constitution and Bylaws  
Excellent written and communication skills  
Philanthropic, creative thinker, flexible

**Assets**

Knowledge of JCAN activities and a background in healthcare