



## Terms of Reference

### City Chair, Montreal (Volunteer Position)

*Location: Montreal*

#### **CITY CHAIR, MONTREAL**

*Are you a global citizen who is passionate about international development and inspiring Canadians to make an impact? Are you looking for a way to contribute your unique talents to end global poverty? Do you want to work with talented and passionate volunteers, sponsors and donors that truly care about making a difference?*

#### About AKFC and World Partnership Walk

Aga Khan Foundation Canada (AKFC) is an international development organization and registered charity. AKFC partners with communities, businesses, and governments to find innovative, lasting solutions to global challenges. Working in Africa and Asia, we invest in local institutions and systems that anchor progress over the long term. In Canada, AKFC mobilizes funding and expertise, and promotes awareness of global issues. Learn more at [akfc.ca](http://akfc.ca)

World Partnership Walk is Canada's largest campaign to fight global poverty. An initiative of Aga Khan Foundation Canada, funds raised by the Walk support programs that help millions of people in Africa and Asia to lift themselves out of poverty and build better futures. Since its inception over 30 years ago, World Partnership Walk has raised over \$100 million, attracting tens of thousands of supporters across Canada.

#### Position Summary

As a city Chair of the World Partnership Walk you will collaborate with a team of national volunteers and AKFC staff to plan and execute a successful annual Walk peer-to-peer fundraising campaign. You will be responsible for building and leading a team of volunteers to drive fundraiser engagement, identify and cultivate relationships with key corporate and community supporters, and promote and track walk events in your region, to achieve fundraising targets. The ideal candidate has a knack for networking, and a passion for leading and mobilizing their networks and communities to take action in support of Aga Khan Foundation Canada's global development work.

#### Responsibilities:

- Recruit, build, lead and inspire a core team of volunteer leaders who have the capacity and interest to lead functional areas (fundraiser engagement, corporate engagement, marketing & communications, etc.)
- Meet fundraising goals and strategic objectives of the campaign through on-going year-round management of key fundraising portfolios.
- Collaborate with AKFC staff to engage and manage relationships with select local/regional supporters including fundraisers, donors, sponsors, corporate executives, and senior community leaders.



- Promote the World Partnership Walk campaign and the impact of AKFC's global development work to prospective and existing supporters.
- Promote and track local/regional walk events; share tools and resources with walk organizers.
- Hold regular team meetings to provide campaign progress updates, identify engagement opportunities and discuss tactical plans to increase local/regional participation and fundraising
- Attend national team meetings to discuss strategy, challenges, and share successful local/regional experiences.

### Knowledge and Skills:

- Experience as a terrific people manager, leading, inspiring and motivating staff and/or volunteers
- Extremely resourceful and flexible; able to be agile and pivot to test and modify plans and approach
- Excellent communications and relationship management skills across various audiences.
- Understanding and commitment to the work of AKFC
- Ability to manage a virtual team of volunteers
- Keen attention to detail and process oriented

### Time Commitment:

The time commitment is an average of 4-6 hours per week, with a possibility of being higher during peak campaign periods (April - June).

### Apply

Qualified applicants should submit a cover letter and resume via email to **volunteer.national@worldpartnershipwalk.com** indicating "City Chair, Montreal" in the subject line.

***Deadline for submissions: Tuesday April 11, 2023***

*Only shortlisted candidates will be contacted. Applications will be reviewed on an ongoing basis.*

*AKFC is committed to advancing gender equality and inclusion through our programming and operations in Canada and overseas. AKFC requires all volunteers to review and abide by the [AKFC Gender Equality Policy](#).*

*AKFC recognizes the importance of [safeguarding](#) and is committed to ensuring it manages a wide range of risks such that beneficiaries, staff, volunteers, other associates and the organization as a whole are kept safe from harm.*

*AKFC welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.*