



AGA KHAN FOUNDATION
CANADA

Terms of Reference

Relationship Manager (volunteer opportunity)

Location: Remote

RELATIONSHIP MANAGER, FUNDRAISER ENGAGEMENT

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 inspire and support other change-makers to make an impact?

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

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

Relationship Managers are part of a larger team of passionate volunteers responsible for connecting with and relaying information to World Partnership Walk's (WPW) previous and current Ambassadors (fundraisers). They are the warm point of contact that help the Walk's fundraisers feel valued, supported, and appreciated. As a Touchpoint Program Relationship Manager, you will be the driving force behind the mobilization of supporters from across Canada, to help us achieve our fundraising and public engagement goals. Relationship Managers support various supporter segments including youth teams, workplace teams, community teams, and individual fundraisers.

Responsibilities

- Familiarize yourself with the World Partnership Walk website, registration process, fundraising toolkits, and tools provided by AKFC (Google Sheets, key messages, and sample scripts).
- Read and understand the 2023 World Partnership Walk campaign related strategies.
- Make and track quality touchpoints to all assigned Team Captains and Individual Fundraisers, using Google Sheets based Touchpoint Tracker.
- Promote registration and fundraising, share the 2023 Walk campaign details, answer questions related to online and offline fundraising, etc.
- Acknowledge achievements, thank fundraisers for previous support and follow-up (if/as needed) to drive participation and meet fundraising targets.



Knowledge and Skills:

- Strong interpersonal and communication skills
- Strong relationship management skills
- Keen attention to detail and process oriented
- Excellent computer skills specifically with Google Drive, Google Sheets, and Excel
- Understanding of the mandate and impact of Aga Khan Foundation Canada (AKFC)'s work and World Partnership Walk strategies
- Knowledge or experience using VoIP technology is an asset

Time Commitment:

The time commitment is an average of 3-5 hours per week from March - October 2023 (busiest during peak campaign times from March-June).

Apply

Qualified applicants should submit a cover letter and resume via email to volunteer.national@worldpartnershipwalk.com indicating "Relationship Manager" in the subject line.

Deadline for submissions: Friday March 24, 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.