

Volunteer Role: Fundraising Coordinator

Purpose

To support Nova Art Hub's sustainability by leading fundraising campaigns, cultivating sponsorships and donor relationships, and developing outreach strategies that align with our mission of cross-cultural empowerment and community resilience.

Key focus: fundraising, sponsorship, donor relations, and revenue growth.

Key Responsibilities

- Design, coordinate and execute fundraising campaigns (online, in-person, peer-to-peer) aligned with Nova's vision.
- Research and pursue sponsorship opportunities (corporate, local businesses, community partners)
- Track and report on fundraising progress: set targets, monitor outcomes, prepare concise reports to share with the Nova team.
- Identify emerging revenue streams (e.g., grant applications, fundraising dinners, community giving circles) and bring ideas for pilot initiatives.
- Where capacity allows: support coordinating volunteer fund-raising committees or peer networks, plan thank-you events or donor recognition activities.

Qualifications & Skills

- Passion for Nova Art Hub's purpose: cross-cultural creative space, community-led healing, arts + social change.
- Strong communicator: able to craft outreach messages, write proposals, speak confidently with partners.
- Proactive, self-motivated, comfortable juggling multiple tasks and working collaboratively in a small team-based environment.
- Ideally some experience (or strong interest) in fundraising, sponsorship, community outreach or development—though not required; we're committed to learning together.

- Strong cultural awareness and sensitivity: comfortable engaging in spaces rooted in Indigenous and/or cross-cultural values.

Time Commitment & Location

- Flexible volunteer role: approximately 1-5 hours/week (to be defined) with some peak periods (e.g., around major campaign launches or events).
- Primarily remote/planning work, with occasional in-person engagement at Nova Art Hub or community partner venues as needed.

Shared Values & Conditions

- Nova Art Hub is committed to equitable, inclusive and trauma-informed practices. All volunteers will be welcomed, oriented, and supported in a respectful environment rooted in community healing and collective creativity.
- As a volunteer, you agree to uphold Nova's vision: cultivating a cross-cultural circle of support, promoting community and cultural empowerment through artistic creation, and fostering resilient communities.
- Regular check-ins will be scheduled with the Nova team to ensure you feel supported, aligned in tasks and clear on responsibilities.
- We value flexibility and co-creation: roles may adapt and evolve as Nova grows, and we welcome your ideas and initiative to shape and expand your role.

Support & Development

- You'll be supported by the Nova team, receive orientation on Nova's mission and cultural grounding.
- Opportunity for growth: as Nova expands, this role could evolve. Opportunity to attend Nova events free of charge, and volunteers would be reached out to when more permanent or paid positions become available.

Why Join?

- Play a vital role in ensuring Nova Art Hub remains a thriving, community-centred creative space where marginalized voices are uplifted.
- Develop and enhance your fundraising, community outreach and partnership skills in a meaningful, cross-cultural context.
- Be part of a small, dynamic team committed to social justice, creativity, and collaboration.

To apply, email novaartshub@gmail.com to express interest!