

Terms of Reference

Position Title: Student Volunteer – **Fundraising and Communication Support**

Location: Canada-based - (In-person or remote-based)

Duration: 6 months - part-time – (2-3 hours/2-3 days per week)

Number of Volunteers: 2 (Two) Volunteers

Supervisor: Rano MANSUROVA, Acted Canada Country Representative

Department: Acted Canada - Coordination

Background: Acted Canada is part of the global Acted network, committed to supporting vulnerable communities through a 3Zero approach: Zero Exclusion, Zero Carbon, and Zero Poverty. As part of our efforts to expand engagement with Canadian private actors, we are seeking motivated student volunteers to support our fundraising and outreach initiatives.

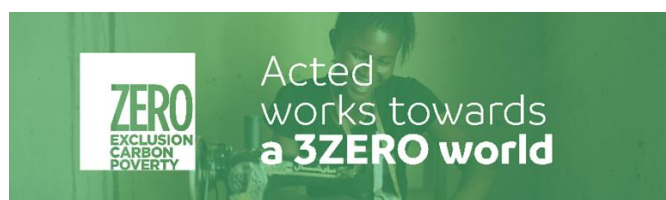
Objectives: The volunteer will contribute to enhancing Acted Canada's visibility and fundraising efforts by supporting outreach to private foundations, corporate actors, and other potential partners aligned with the 3Zero vision.

Key Responsibilities:

- (i) Assist in identifying and mapping potential private sector donors and foundations in Canada.
- (ii) Support the development of outreach materials and presentations tailored to private actors.
- (iii) Contribute to the visual storytelling and communication of Acted Canada's 3Zero initiatives.
- (iv) Assist in organizing and documenting meetings or events with potential partners.
- (v) Collaborate with Acted Canada staff to brainstorm and implement creative fundraising strategies.

Expected Deliverables:

- A database of potential private sector partners and foundations.
- Draft communication materials (e.g., brochures, slide decks, social media content).
- Summary reports or notes from outreach activities or meetings.
- At least two private actors demonstrating interest towards the partnership with Acted Canada





Qualifications:

- a) Currently enrolled in or recently graduated from a university program (e.g., International Development, Communications, Business, Environmental Studies, etc.).
- b) Strong research and writing skills.
- c) Interest in fundraising, communications, and sustainable development.
- d) Ability to work independently and collaboratively in a remote setting.
- e) Familiarity with design tools (e.g., Canva, Adobe Suite) is an asset.

Learning Opportunities:

- Gain hands-on experience in NGO fundraising and communications.
- Learn about Acted's global programming and the 3Zero approach.
- Network with professionals in the humanitarian and development sectors.

Conditions:

- This is an unpaid volunteer position.
- Flexible working hours, with regular check-ins with the supervisor
- Access to the working space and internet connection in the Acted Canada office
- Practical connection with Acted operational offices in the developing countries

How to Apply:

- Get access to the Application Form through **QR code** below.
- Download and fill in the application form and send it to the contact below (e-mail address) along with your CVs.
- Deadline for application collection is **[15th August 2025]**.

Contact:

- Najib Nabizad – Operations Manager
- Email: najibullah.nabizad@acted.org



Volunteer Application Form

