



## **EXTERNAL JOB POSTING**

SHER VANCOUVER LGBTQ FRIENDS SOCIETY

### **SOUTH ASIAN SPONSORSHIP AND GRANTS LIAISON**

Casual – As Needed - Ongoing  
10 hours per month  
Additional hours require approval  
\$30.00 per hour

Submit your cover letter, resume, and references to Sher Vancouver Founder Alex Sangha [info@shervancouver.com](mailto:info@shervancouver.com)

Deadline to receive applications: ONGOING

### **CRC AND VULNERABLE SECTOR**

- A Criminal Record Check including a Vulnerable Sector Check is required
- The cost of this will be reimbursed by Sher Vancouver
- Please only get this if you're one of the successful applicants

### **DUTIES AND RESPONSIBILITIES**

- Develop a network of contacts within the South Asian community, especially Punjabi Sikh community in Metro Vancouver and British Columbia. These contacts should be gathered on a spreadsheet and updated regularly on Google Drive. Access to this spreadsheet should be limited to yourself and

Sher Vancouver. You can also develop an email distribution list for your convenience.

- Apply for sponsorships, grants, and solicit donations for Sher Vancouver from the South Asian community.
- Follow up with the South Asian community to check on status of applications.
- Develop a very thorough understanding and awareness of Sher Vancouver programs and services and its mission and mandate, as per our Constitution, so that you can market Sher Vancouver to potential funders.
- Propose and pitch new programs and services to Sher Vancouver that align with the purposes of our Constitution.
- Regularly provide updates and meet with Sher Vancouver Founder Alex Sangha as needed.
- Have Alex Sangha review and sign off on all completed sponsorships, grants, and donation requests.
- Meet with sponsors, funders, and donors as required.
- Respect the privacy and confidentiality of all sensitive Sher Vancouver legal, financial, and charity information.
- Other related duties as required.
- It is strictly forbidden to develop any personal or intimate relationship with any sponsor, funder, or donor that you are working with on behalf of the Sher Vancouver LGBTQ Friends Society.
- Please provide monthly reports with your invoice on how your hours were spent and what progress you are making in terms of obtaining grants, sponsorships, or donations for Sher Vancouver.

**This position could potentially grow and expand outside the South Asian portfolio with more monthly hours.**

## **QUALIFICATIONS**

- Experience in fundraising such as obtaining grants, sponsorships, and donations is highly desirable.
- Post-secondary education in any discipline is desirable, especially the Arts, Marketing, and Business.
- Speaking knowledge of Punjabi, Hindi, Urdu, or a South Asian language is desirable.

- Lived experience or knowledge of the South Asian or LGBTQ+ community is desirable.
- Excellent customer service skills is necessary
- Must be computer literate
- A Class 5 Driver's License and vehicle is desirable but not necessary

Job Posting Developed By:

Alex Sangha

Founder of the Sher Vancouver LGBTQ Friends Society

Updated: November 24, 2021