



Position: Volunteer, Fundraising Data Cleanup

About Dying With Dignity Canada

Dying With Dignity Canada (DWDC) is the national human-rights charity committed to improving quality of dying, defending end-of-life rights, and helping people across Canada avoid unwanted suffering. DWDC has a four-part mandate:

1. We work to ensure that Canada's assisted dying rules comply with the Canadian Constitution, including the Canadian Charter of Rights and Freedoms.
2. We expose and break down unfair barriers facing suffering people across Canada who wish to access their right to medical assistance in dying.
3. We provide support to people who are navigating their legal end-of-life options, and to their loved ones and health care providers.
4. We educate people across Canada about Advance Care Planning and their legal end-of-life rights and options, including palliative care and medical assistance in dying.

Position Description

Reporting to the Director of Development, the Fundraising Data Cleanup Volunteers will help our Development Team prepare for next fundraising appeal by making sure that our database has correct name, spelling, addresses of our donors and no duplicates. We're looking for two or more volunteers to help us maintain our data health!

Responsibilities

- Reviewing lists of donors and their related data, such as names, address, email, etc.
- Spotting mistakes, highlighting them, correcting them where applicable
- Helping Development Team prepare for the next fundraising appeal
- Merging records in our database

Skills, Experience and Qualifications

- Comfortable with excel and/or databases (experience with Raiser's Edge/ NationBuilder a strong asset)
- Great attention to detail
- A team player
- Able to commit to 4 hours per week for 4 weeks at minimum
- Completion of a criminal record check (CRC)

Application Information

To apply, please complete our [Volunteer Application Form](#) and specify Fundraising Data Cleanup in the Additional Information section.

Please note: We strongly encourage all applicants to review the [Better Impact Application Form Training Guide](#) before completing the Application Form.

Application Deadline: 5:00pm EST on Thursday, October 26, 2023

IT'S YOUR LIFE. IT'S YOUR CHOICE.



Dying With Dignity Canada is an equal opportunity employer and adheres to fair employment practices. In accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, 2005, accommodation will be provided in all parts of the recruitment process, as required. Applicants are encouraged to make their needs for accommodation known as early on as possible during the application process.