



Volunteer Opportunity: Sponsorship and Donor Engagement Volunteer

Commitment: 8–10 hours/week
Duration: 3–6 months
Start Date: Rolling
Location: HQ Toronto (Hybrid: Remote & On-site)

About Us

HQ is a leading centre of excellence in gay men's health, providing tailored mental health services, sexual health services, and community/social programming. HQ provides an accessible, safe, welcoming space for all cis men and trans people who are into guys regardless of age, race, ethnicity, gender identity, sexual orientation, HIV status, socioeconomic status, immigration status or ability. HQ provides comprehensive, holistic services that empower clients and promote their physical, sexual, mental, emotional, community and spiritual/social well-being.

We collaborate with stakeholders and communities to advance health equity, ensuring equal access and participation in our programs through community engagement and advocacy. To learn more about us, please visit [HQ Toronto](https://www.hqtoronto.ca).

About the Role

We are seeking a motivated and enthusiastic Sponsorship and Donor Engagement Volunteer to support our fundraising and development efforts. This volunteer will play a key role in cultivating relationships with donors, sponsors, and community partners, helping us grow our impact and reach.

Key Responsibilities

- Assist with the identification and research of prospective donors and sponsors.
- Support the development of sponsorship packages and customized donor proposals.
- Draft donor communications, thank-you letters, and impact reports.
- Help maintain and update donor databases and tracking systems.
- Support event sponsorship coordination, including outreach and follow-ups.
- Collaborate with the communications team to highlight sponsor/donor recognition.
- Assist with reporting and analytics related to fundraising performance.

What We're Looking For

- Passion for non-profit work, community development, or social impact.
- Strong communication and writing skills.
- Detail-oriented and highly organized.
- Comfortable with outreach and relationship-building.
- Experience with CRM systems (like Salesforce or Kindful) is an asset.
- Fundraising, marketing, or business development experience is a plus.

What You'll Gain

- Hands-on experience in fundraising and donor relations.
- Professional development and mentorship opportunities.
- A chance to contribute meaningfully to a cause you care about.
- Volunteer hours and a formal letter of recommendation upon completion.

How to Apply

To apply, please send your cover letter and resume as a single PDF or Word document, with the position title as the subject line, to volunteer@hqtoronto.ca.

APPLICATION DEADLINE: Applications will be reviewed on a rolling basis until the position is filled.

HQ has a commitment to diversity, thus volunteers with diverse backgrounds, debility speak additional languages, and a passion for creating a welcoming experience for all our desired. Testing lights, within various communities, will be organized on a regular basis, and those volunteers who would like to work specifically utilizing their language skills can be booked for these.