



Relief Nursery™, Inc.
Volunteer Job Description

DEVELOPMENT ASSISTANT

DEPARTMENT: Administration

WORK SCHEDULE: Three hours per week minimum: Mon-Fri 9:00-5:00

COMMITMENT: Three months minimum

REPORTS TO: Development Director and Volunteer Coordinator

OVERVIEW OF RESPONSIBILITIES: Assist the Development Office and/or Volunteer Coordinator with special events and projects.

QUALIFICATIONS:

- ♥ Ability to maintain confidentiality
- ♥ Must be 16 years of age and older (exceptions can be made by the Volunteer Coordinator)
- ♥ Ability to work at least one full three hour shift a week during business hours
- ♥ Willing to commit for 3 months or more
- ♥ Ability to work as a member of a team
- ♥ Possesses effective written and oral communication skills
- ♥ Ability to complete projects accurately and carefully in a timely manner
- ♥ Ability to accept and implement feedback in a mature manner
- ♥ Ability to work well with others in a small work environment
- ♥ Possesses interest in gaining experience in the area of marketing, fund raising, event planning, and agency development
- ♥ Ability to assume responsibility for assigned projects as assigned and capable of asking for guidance, as needed
- ♥ Possesses dedication and enthusiasm about placement and responsibilities assigned

SPECIFIC DUTIES: Will vary depending on volunteer's background and skills, weekly time commitment, and department's project needs

- ♥ Assist with special events: Main Event, Golf Tournament, Girl's Night Out, Great Taste, and/or annual campaign
- ♥ Write donor thank-you letters, recognition letters, and organize documents; update donor database
- ♥ Make phone calls to Board of Directors, Leadership Board, Board of Stewards, Auxiliary and other volunteers for recruitment and/or meeting reminders
- ♥ Assist with production and distribution of flyers, posters, brochures and direct mail pieces

CONTACT: Volunteer Coordinator (541) 343-9706