

## Center for Safety and Change Volunteer Position Description

Job Title	<b>Development Office Assistant</b>
Job Type	Volunteer/unpaid
Purpose	To assist Fundraising Administrator with day-to-day administrative tasks related to development/fundraising efforts and special events
Responsibilities	<p>Database:</p> <ul style="list-style-type: none"><li>• Enter donations into donor database, including all event proceeds and in-kind gifts</li><li>• Assist with preparation and mailing of donor acknowledgements and correspondence</li><li>• Assist with reconciliation of Results Plus (electronic donor database) reports against General Ledger Report from Finance Department</li><li>• Maintain and update constituency records and codes</li><li>• Annually update elected officials and agencies</li><li>• Help update and maintain eblast email addresses</li></ul> <p>Administrative:</p> <ul style="list-style-type: none"><li>• Maintain paper and electronic filing system, ensuring that all correspondence, donor information, event backup, and other current and historical documentation is correctly recorded, filed/scanned and stored</li><li>• Assist with updating of volunteer hours in CTK (agency database) and with mailing of volunteer thank you acknowledgements and other correspondence</li></ul> <p>Events:</p> <ul style="list-style-type: none"><li>• Assist with event RSVPs</li><li>• Assist with preparation of special mailings</li><li>• Fashion Sale:<ul style="list-style-type: none"><li>○ Assist with solicitation and receipt of merchandise, including emailing and faxing request letters to vendors</li><li>○ Make follow up phone calls to vendors</li></ul></li></ul>
Qualifications	<ul style="list-style-type: none"><li>• Proficiency in Microsoft Office products, especially advanced features of Microsoft Word and Excel</li><li>• Experience using a database (will train in Results Plus)</li><li>• Experience with general office and administrative procedures</li><li>• Competent writing and proofreading skills</li></ul>

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Qualifications (continued)	<ul style="list-style-type: none"><li>• Detail oriented with good organizational and interpersonal skills</li><li>• Required to sign confidentiality agreement</li></ul>
Location	Development Office
Reports to	Fundraising Administrator
Hours	15 hours per week; mornings or afternoons
Duration of Assignment	Ongoing/year-round
Training Provided	General orientation by the Coordinator of Volunteer Services On-site training by supervisor