



Sustainable Giving Program Assistant

Department: Development

Reports to: Director of Individual Giving

No. of Volunteers Needed: 1

Date Requested: ongoing

Position Overview:

To provide support to the Director of Individual Giving by assisting with donor identification and cultivation.

Basic Function:

- To identify and cultivate volunteers interested in CAFB's mission.

Primary Duties:

- Attend at least 2 volunteer orientations per month
- Follow Up calls/emails (an estimated 5 -10 per month)
- Research any follow up (other ways to volunteer) and connect with other staff
- Data collection and data entry
- Donor cultivation mailings
- Mass emails and phone calls
- Assist with event preparation
- general office duties

Minimum Requirements:

- Coordination/organizing skills
- Data entry skills
- Experience conducting data queries for data collection efforts
- Word, excel, mail merge, labels
- Ability to coordinate large mailings and mass emails
- Good communication skills

Physical Requirements:

- N/A

Volunteer Work Schedule:

- 16 – 20 hours per week, preferably hours during the following days Mondays, Tuesdays and Fridays

Position Location:

This position will be at the DC Capital Area Food Bank Office: 645 Taylor St, NE.

Impact:

This volunteer will help to expand the Development Department's capacity by providing both administrative support and playing a key role in the department's volunteer cultivation.

How to Apply:

- Visit <http://www.capitalareafoodbank.org/ambassador-volunteers/> and fill out the Ambassador Volunteer Application. Send any questions to volunteer@capitalareafoodbank.org.

Thanks for your interest in the Capital Area Food Bank!