Volunteer Position Description

Position Title: Development and Awards Volunteer

Department: Development

Position Summary:
The Development and Awards Volunteer will provide ongoing support to the Development and Awards teams, including assisting with the completion of ongoing projects, general office assistance, and logistical support.

Responsibilities

- Assist with digital filing and archive initiative including scanning, naming and filing digital records, images, and correspondence
- Research organizations and assess their interest and ability to participate in the Awards program
- Assist Awards team in preparing and sending Calls for Nomination and related materials
- Provide support for the production and distribution on viewbooks for team members
- Research and compose reports on a variety of topics related to grant proposals, prospecting, event planning, etc.
- Draft and proofread materials on an as needed basis
- Provide logistical support for in-house mailings
- Assemble membership packets for distribution
- Provide general administrative assistance

Special Skills Required:
- Detail oriented, motivated and organized
- Advanced written and oral communication skills
- High level of computer literacy and experience with Microsoft Office; experience using databases is helpful but not required; willingness to learn Raiser’s Edge software
- Cooperative attitude and ability to perform tasks with little supervision required
- A strong work ethic, dedication to TFI’s mission, and a commitment to having fun

Schedule Requirements:
Volunteer must be available 1-2 days per week, Monday-Friday.