



3501 East 71st Street
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Fundraising Assistant Volunteer

Description:

Development engages with our community through individuals and businesses that support NOCO Humane's mission and want to get involved through donations and sponsorships. The development team works to ensure that past donors continue to donate by providing acknowledgement letters and exciting incentives. Along with donations, development ensures we receive the appropriate grants, and sponsorships for events. As a nonprofit organization, our donations and grants are part of ensuring we can continue to fulfill our mission

Objective:

This volunteer is critical to providing support to help further our mission by supporting administrative tasks including but not limited to fundraising, data entry, research projects, events, and general office support.

Supervision:

Directly reports to the Development Associate, Development Associate Lead and Development Manager

Requirements:

Fundraising Assistants must be at least 16 years of age or older

Volunteers 18 years of age and older must complete a national criminal background check and sex offender search.

Commitment:

We ask that Fundraising Assistants commit to at least two to four hours of volunteer service per week for a minimum of six months.

Working Conditions:

All volunteer work is performed in the animal shelter setting. There is a potential for exposure to zoonotic diseases and cleaning chemicals. Potential for sedentary desk work the duration of shift.

Training:

- Attend a Volunteer Orientation
- Interview with Development staff
- Attend non-animal handling training
- Level 1:
 - Preparation of mailed gifts for data entry, updating database for invalid email addresses, and introduction to unsubscribed emails protocol
- Level 2:
 - Updating undeliverable addresses, entering stewardship actions, and protocol for special unsubscribed emails in the database
- Level 3:
 - Gift entry into Raiser's Edge donor database training for mailed gifts and shelter donations

Duties:

- Administrative support with donation data entry and database management
- Potential assistance in communications with donors such as thank-you calls or notes
- Present a professional and positive image of NOCO Humane to the community and donors

Dress Code:

- Green volunteer t-shirt
- Closed-toe shoes
- Pants