



TITLE: Donation Solicitor and Organizer

ACCOUNTABLE TO: Volunteer Coordinator

Position Goal: To find both local and non-local organizations to donate supplies and/or other needs of the program.

RESPONSIBILITIES:

- Help generate an on-going check-list of donation needs
- Contact other organizations about our program's needs via telephone, fax, and mail
- Coordinate contacts with Fund Development Directors of other organizations
- Coordinate with volunteer Donation Collector
- Assist in making a contact list of all the organizations who donate to our program
- Keep a log of contact people at these organizations who have verified donations
- Keep a log of how many and what items have been donated
- Organize a day and time for these supplies to be either picked up or dropped off
- Follow agency's policy and procedures
- Commitment to maintaining a positive work environment that values diversity and does not tolerate discrimination on the basis of sex, gender, gender identity, sexual orientation, race, ethnicity, class, faith or age

QUALIFICATIONS:

- ? Background check
- ? Proven experience writing for and receiving grant funding preferred.
- ? Must have an understanding of both the narrative and budgeting aspect of grants.
- ? Strong organizational and communication skills.
- ? Participate in a two hour volunteer orientation

BENEFITS:

- Positive impact on the life of a youth.
- Recognition and documentation of volunteer service.

Volunteers – Making a better tomorrow, TODAY!