



## Fundraising Services Volunteer

**Volunteer Reports To:** Carrie Kovalick, Communications and Development Associate

**Summary:** The **Fundraising Services Volunteer** will work in a team atmosphere and have the opportunity to learn about specific fundraising administrative duties. This position requires an individual who is highly detail oriented who can learn and comprehend a database with highly detailed policies and procedures. This position will also be responsible for the data integrity of all data maintained by this position in the development information system, including maintaining the confidentiality of that data.

A weekly commitment of 2-3 hours is required during normal business hours Mon. thru Fri. 9am to 5pm.

### Essential Duties and Responsibilities:

- ⌘ According to established guidelines accurately enters gifts into donor database, ensuring that all are coded correctly according to campaign, gift amount, and any restrictions or reporting requirements that may apply.
- ⌘ Responsible for processing matching gift applications
- ⌘ Processes gift acknowledgements ensuring that they are accurate and in keeping with policy on gift acknowledgements.
- ⌘ Assists Communications and Development Associate with data update projects as needed.

### Requirements:

- ⌘ PC proficiency, and experience with word-processing and spreadsheets required.
- ⌘ Comfortable working with a diverse population
- ⌘ Excellent inter-personnel and verbal communication skills with ability to act in a mature and professional manner with top donors and trustees.
- ⌘ Good organizational skills required, with strict attention to details in all tasks.
- ⌘ Database experience is required and gift processing experiences a plus.

### We can't do it without you!

You are an integral part of an organization that contributes to the promise to save lives and end breast cancer forever by empowering people, ensuring quality of care for all and energizing science to find the cures.

**The promise of Susan G. Komen for the Cure:** to save lives and end breast cancer forever by empowering people, ensuring quality care for all and energizing science to find the cure. The NC Triangle Affiliate of the Susan G. Komen for the Cure was founded in 1996. The local Affiliate serves 19 counties in North Carolina.