

VOLUNTEER DESCRIPTION

Planned Parenthood Columbia Willamette

TITLE: Development Volunteer	LOCATION: Flanagan Regional Service Center(FRSC)
REPORTS TO: Volunteer Engagement Manager	LAST REVIEWED: 1/31/23

Position Summary

The Development Volunteer supports the PPCW Development Team through general office, project, and donor stewardship support. This support helps show appreciation to donors at all levels of contribution to affirm our commitment to community-centric fundraising. The Development Administration & Donor Stewardship Volunteer furthers PPCW's work by supporting ongoing administrative functions of the fundraising team and fostering relationships with our new and existing donors to support the work at PPCW.

Essential Functions

Office Support:

- Receive donations and add donor information into tracking system
- Various database support projects such as updating donor contact information and uploading contact reports
- Assist with mailing items, which requires folding, stuffing, sealing, and stamping

Donor Stewardship:

- Thanking donors for their gifts by phone, email, and handwritten thank you letters
- Sending one-off donor correspondence and packets

Qualifications, Competencies, and Skills

Required Qualifications:

- Comfort in discussing donations and asking for donations to PPCW
- Must be detail-oriented and organized
- Ability to volunteer at least two 4-hour shifts per month for 6 months
- Experience with Microsoft Office, including Excel and Word mail merges

Preferred Qualifications:

- Experience with making calls and talking on the phone

Physical Requirements:

- Must be able to remain in a stationary position for 40% of the time or more
- Transport self to and from FRSC for volunteer shift

In This Together Workplace Values

We practice accountability	We take personal responsibility for the quality and timeliness of work and we accept responsibility for mistakes and identify ways to improve. We communicate expectations of others clearly and directly and we comply with established policies, rules, and workplace expectations.
We tend to the team	We build positive working relationships, practice kindness, appreciate individual contributions, give encouragement, have open conversations, communicate, and invest in team building.
We respect and honor all people	We make meaningful connections, seek out and learn different perspectives, acknowledge and check our own biases, recognize harmful behaviors, challenge inequities, and practice gestures of inclusion.
We jump in	We pay attention to tasks that need to be completed, ask before we contribute, consider whether we are the best person to jump in/out, and we are mindful of stigmas that others may face.
We try and we learn	We keep up to date on and apply best practices and research from our professional fields and we take time to reflect on and capture what is learned during our work experiences and apply this new learning. We establish measures of success up front, and we ask about and create room for dissent.
We care for our business	We discuss the business and financial aspects of PPCW, discuss cost-saving and revenue-generating strategies with each other, practice compliance by conducting business in an ethical and legal manner, avoid conflicts of interest, and we speak up and report concerns.
We return to our mission	We ensure our activities and priorities are aligned with the mission, we reflect on PPCW's mission and our contributions to it, we prioritize self-care, and we acknowledge when Planned Parenthood and our values are under threat in our local and/or national communities.

I have read and understand my volunteer duties as described above. I agree to accept the responsibilities and duties as outlined and I will perform these duties to the best of my knowledge and ability.

Volunteer Name

Volunteer Signature

Date

Supervisor Name

Supervisor Signature

Date