



## Volunteer Profile

<b>Summary</b>	
Volunteer Positions Available	Partnerships Support Volunteers
Department	Partnerships
Location	US Office, Nashville, TN and/or Remote
Time	Part-time (volunteer)
Reporting To	Donor Engagement Coordinator and/or Partnerships Development Managers
Purpose	Provide support to the US Partnerships Teams to achieve our shared mission of ending slavery
<b>Duties &amp; Responsibilities</b>	
<ul style="list-style-type: none"> <li>• Make calls and contacts to donors</li> <li>• Assist with donor data analysis and data management including updates to CRM</li> <li>• Generate thank you letters, anniversary acknowledgements and other notes to donors</li> <li>• Assist with donor mailings and other administrative tasks</li> <li>• Assist with event planning and organization including research and contacts to potential partners, and venues</li> <li>• Support for Community Outreach Activities including tabling events</li> </ul>	
<b>Person Specification</b>	
Experience & Qualifications	
<ul style="list-style-type: none"> <li>• Must be 18 years or older</li> <li>• Be willing to undergo a background check</li> <li>• Some office or non-profit experience desirable</li> </ul>	
Skills & Competencies	
<ul style="list-style-type: none"> <li>• General computer knowledge, including Word and Excel</li> <li>• Detail oriented</li> <li>• Able to utilize discretion in dealing with any confidential and sensitive information</li> <li>• Exhibits flexibility, initiative and strong communication skills both written and verbal</li> <li>• Strong team player</li> </ul>	