



2020-2021 Fortune Society Volunteer/Internship Program

Our Mission: The Fortune Society's mission is to support successful reentry from incarceration and promote alternatives to incarceration, thus strengthening the fabric of our communities.

Opportunity Title: Donor Relations Volunteer

Type: Volunteer, un-paid

Department/Reports To: Development Associate

Location: Remote / In-Person (LIC Office) / Hybrid

Tentative Schedule: Monday to Friday, 6 Hours a Week

Duration: Ongoing

Application Deadline: Open until filled

Position Summary: The goal of the Donor Relations Volunteer is to help the Development department by sorting and producing donor correspondence and maintaining donor files.

Tasks:

- Preparation and mailing of donor and in-kind donation thank you letters; including hand-writing select thank you notes and envelopes
- Organizing, maintaining, indexing, and archiving donor files
- Supporting the development department on the accurate and timely processing of donations

Preferred Qualifications:

- Previous experience in donor relations preferred
- Experience in working in a customer service environment and understanding the importance of delivering excellent customer care
- Demonstrate exceptional communications skills, both written and verbal Experience, and fluency in working with data entry and databases

Additional Requirements

- All volunteers/interns must first submit an application online at <https://fortunesociety.org/volunteer-or-intern-with-us/>.
- Applications selected for a phone/zoom interview will be contacted via email to schedule. If selected to interview, candidates will need to submit their most recent resume and a cover letter.

