



## **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:** Sr. Director of Individual Giving & Communications

**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 in SharePoint and Raiser's Edge
- 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.



**The Fortune Society**  
*BUILDING PEOPLE, NOT PRISONS*