

# DIAMOND IN THE ROUGH

## Volunteer Opportunities

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**VOLUNTEER TITLE:**                    **GIVING PROGRAM COORDINATOR**

**VOLUNTEER CATEGORY:**        Support

**COMMITMENT TIME:**            Long term/Flexible

**AREAS OF INVOLVEMENT:**    Managing Partners Program

### **RESPONSIBILITIES:**

- Responsible for identifying, soliciting, cultivating and renewing relationships with existing, new and perspective donors, partners and supporters.
- Assists in the management of the DITR Gem Makers and Corporate Partner Program.
- Coordinates donor recognition and education.
- Provides detailed donor giving information and trends to Executive Director and Board as needed to carry out major donor solicitations.
- Assists in regular donor communications, the coordination of annual direct mail programs, and year-end acknowledgements.
- Maintains donor management database.

### **QUALIFICATIONS:**

- Must have excellent written, oral and interpersonal communication skills
- Knowledge of Microsoft Office with strong word processing, database, spreadsheet and typing skills.
- Ability to exhibit professional and personal integrity, sensitivity and discretion in all matters and agrees to protect confidential donor/partner information.
- Must assist in the monitoring of donor/partner communications to ensure donor/partner satisfaction.