



## **Job Title: Donor Outreach Specialist**

**Purpose:** Telephone outreach to Five Talents Donors to thank them for their support and/or attendance at an event

**Location:** Phone calls can be made from your home.

### **Key Responsibilities:**

- Contact Donors/Attendees as soon as possible after an event/donation to thank them
- If not a live conversation, leave a voice mail Thank You message – no return calls requested
- Spreadsheet list will be provided by the Development Officer
- Log date/time of call
- Notate any comments pertinent to the call
- Return completed form to Development Officer for any further follow-up

Reports to Development Officer

**The Length of Appointment:** As available

**Time Commitment:** As available

**Qualifications:** Best suited for someone who has attended a Five Talents event, is familiar with the Five Talent mission; and, is an active supporter of Five Talents. Up-beat personality, pleasant telephone manner, dependable

**Support:** A suggested call script will be provided. The Development Officer will be available for questions and assistance and any follow-up coordination.

**Requirements:** Willing to sign a Volunteer Agreement outlining donor privacy and confidentiality and proper use of Five Talents' internet resources.

*To be considered for this volunteer opportunity, please submit a copy of your resume or a summary of relevant experience to: [Volunteer@fivetalents.org](mailto:Volunteer@fivetalents.org)*