



## **Job Title: Donor Relations Consultant**

**Purpose:** The Donor Relations Consultant will assist Five Talents by ensuring that it has the most current and accurate information about its donor base. The work done in this position will help Five Talents achieve its mission by researching and updating Five Talent's donor information.

**Location:** The Donor Relations Consultant would work with staff at the Five Talents office in Fairfax, VA and can work remotely otherwise.

### **Key Responsibilities:**

- Researching information related to Five Talents' donor base via the Internet
- Inputting collected data into an electronic spreadsheet or Five Talent's donor management database (Raiser's Edge)
- Ensuring that all data is entered accurately
- Maintaining the confidentiality of all data entered

Reports to Donor Relations Officer

**The Length of Appointment:** The ideal time commitment is 1-2 hours per week for six months. We can accommodate flexibility in this time commitment.

### **Qualifications:**

- Ability to use the Internet to fulfill research requests
- A basic knowledge of Microsoft Word and Excel
- Prior data entry experience and knowledge of donor management database (Raiser's Edge) is a bonus
- Detail oriented, with excellent organizational skills

### **Training:**

Training for this position will be provided. In addition, the Donor Relations Officer and other staff will be available for questions and support.

**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)*