



Role Description: Donor Relation Liaison

Purpose:

You will build relationships with our donors regionally, through a consistent approach to increasing donor engagement and appreciation across the regions.

Location:

Region Specific. The Donor Relation Liaison will be based at the regional office where they live. There is an office located in Christchurch, Rangiora, Nelson, Blenheim, Greymouth, and Ashburton.

Benefits:

1. Perform an important and needed role within the organization, which will ultimately help your wider community
2. Be part of a fun, vibrant community of volunteers and staff at our service centres
3. Gain experience in fundraising and community engagement
4. Receive regular feedback, support, and instruction from the Fundraising coordinator
5. Administration and in-person support from regional volunteer coordinators
6. Training is provided

A great volunteer will have the following skills & abilities:

1. Strong oral and written communication skills.
2. Ability to work independently
3. Full driver's licence
4. A vehicle available for use (petrol and associated costs will be reimbursed)
5. Experience in Not-for-profit sector and/or fundraising would be preferable.
6. The ideal person would have a passion for spreading awareness for what PSUSI does in the community and an ability to build relationships with people and organisations.

Key Responsibilities:

1. Making thank you phone calls to donors after donations have been made
2. Visiting donors in person to deliver the newsletter or gifts
3. Writing thank you notes to donors
4. Talking to donors about leaving a gift in their will through making in-person visits
5. Following up with donor's questions
6. Involvement in community fundraising/awareness-raising events
7. Keeping accurate and timely notes about communication with donors
8. Other related fundraising duties as assigned

Time Commitment:

Time commitment/hours is flexible. Generally, 1-2 hours a week at the beginning of a donor appeal campaign (3 times a year). When newsletters are mailed out, additional hours will be needed for hand delivery. Alternatively, there will be less hours toward the end of a donor appeal campaign. You will not be asked to do any work over the weekends or in the evenings.

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