



Planned Parenthood Columbia Willamette

## **VOLUNTEER DESCRIPTION**

**Planned Parenthood Columbia Willamette**

<b>TITLE: Development Volunteer - Operations</b>	<b>LOCATION: Flanagan Regional Service Center (FRSC)</b>
<b>REPORTS TO: Volunteer Engagement Manager</b>	<b>LAST REVIEWED: 2/8/2024</b>

### **Position Summary**

The Development Volunteer supports the PPCW Development Team through general office, project, and event support. This support helps maintain & expand the Annual Giving program operations to affirm our commitment to community-centric fundraising.

### **Essential Functions**

#### **Office Support:**

- Receive donations and add donor information into tracking system
- Various database support projects such as updating donor contact information and uploading contact reports
- Assist with mailing items, which requires folding, stuffing, sealing, and stamping

### **Qualifications, Competencies, and Skills**

#### **Required Qualifications:**

- Must be comfortable speaking with donors and supporters over the phone and in-person
- Must be detail-oriented and organized
- Ability to work alone and unsupervised for hours at a time (and ask questions for additional guidance and clarification when needed)
- Experience with Microsoft Office, including Excel and Word mail merges
- Ability to type at least 40 word per minute
- Ability to handwrite legibly
- Must be able to provide proof of COVID-19 vaccination or proof of exemption for medical or religious reasons

#### **Preferred Qualifications:**

- Experience tabling at events
- Experience working with confidential information
- Desire to learn & gain experience in development/fundraising for nonprofit organizations
- Possesses a general understanding and demonstrated commitment to equity & inclusion

#### **Physical Requirements:**

- Ability to volunteer at least two 2-hour shifts per month for 6 months
- Must be able to remain in a stationary position for 40% of the time or more
- Must be able to do repetitive manual tasks for at least an hour at a time (i.e. pressing buttons, writing short thank-you notes, etc.)

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- Transport self to and from FRSC for volunteer shift

**In This Together Workplace Values**

<b>We practice accountability</b>	We take personal responsibility for the quality and timeliness of work and we accept responsibility for mistakes and identify ways to improve. We communicate expectations of others clearly and directly and we comply with established policies, rules, and workplace expectations.
<b>We tend to the team</b>	We build positive working relationships, practice kindness, appreciate individual contributions, give encouragement, have open conversations, communicate, and invest in team building.
<b>We respect and honor all people</b>	We make meaningful connections, seek out and learn different perspectives, acknowledge and check our own biases, recognize harmful behaviors, challenge inequities, and practice gestures of inclusion.
<b>We jump in</b>	We pay attention to tasks that need to be completed, ask before we contribute, consider whether we are the best person to jump in/out, and we are mindful of stigmas that others may face.
<b>We try and we learn</b>	We keep up to date on and apply best practices and research from our professional fields and we take time to reflect on and capture what is learned during our work experiences and apply this new learning. We establish measures of success up front, and we ask about and create room for dissent.
<b>We care for our business</b>	We discuss the business and financial aspects of PPCW, discuss cost-saving and revenue-generating strategies with each other, practice compliance by conducting business in an ethical and legal manner, avoid conflicts of interest, and we speak up and report concerns.
<b>We return to our mission</b>	We ensure our activities and priorities are aligned with the mission, we reflect on PPCW's mission and our contributions to it, we prioritize self-care, and we acknowledge when Planned Parenthood and our values are under threat in our local and/or national communities.

**I have read and understand my volunteer duties as described above. I agree to accept the responsibilities and duties as outlined and I will perform these duties to the best of my knowledge and ability.**

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**Volunteer Name** **Volunteer Signature** **Date**

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**Supervisor Name** **Supervisor Signature** **Date**

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