



Volunteer Position:	Development Operations Coordinator
Area/Program Focus:	Development Department
Location:	433 Jefferson Street, Oakland
Position Summary:	<p>Development Volunteer will work alongside the Development team; tasks to include:</p> <ul style="list-style-type: none">• Provide event planning support for multiple fundraising and non-fundraising events (e.g., annual golf tournament, donor appreciation events, free program opportunities, annual fundraising luncheon); tasks include securing venue, designing programs, inviting guests, securing caterer, follow-up thank you calls• Enter donations in Raiser's Edge (RE) donor database• Scanning donor documents and uploading to RE• Filing donor documents• Assist with donor thank you calls• Open daily mail and count donations with Finance staff• Other duties as assigned
Reports to:	Development Manager and/or Transforming Lives Program Manager
Qualifications/Requirements:	<p>Knowledge of the Raiser's Edge donor database system is highly preferred, but not required</p> <p>Basic knowledge of Microsoft Office and Google Suite applications</p> <p>Pleasant manner, patience, problem-solving ability, dependable</p>
Time Commitment Needed:	Minimum 4 hours per week