

# VOLUNTEER POSITION POSTING

Bethlehem Center

Open Date: 01/17/2025

VOLUNTEER POSITION TITLE	DEPARTMENT & PROGRAM AREA:	REPORTS TO:
Development Volunteer	Development Department	Development Director

## BETHLEHEM CENTER MISSION

Inspired by the gospel, we build lasting relationships with Chattanooga's youth and families by encouraging spiritual growth, education, and leadership development.

## SUMMARY OF VOLUNTEER ROLE:

The Development Volunteer will assist in promoting and supporting the growth of our organization by helping to achieve fundraising goals and expand our network of supporters. This role offers valuable experience in non-profit development, fundraising and marketing efforts.

## ROLE RESPONSIBILITIES:

- **Support Fundraising Activities:** Assist in planning and executing fundraising events and campaigns.
- **Donor Communication:** Help draft communication materials, such as newsletters, thank-you letters, and updates for donors. Make phone calls as needed.
- **Grant Writing Assistance:** Research potential funders and assist with drafting grant proposals.
- **Data Management:** Maintain and update donor records and fundraising databases.
- **Community Outreach:** Participate in outreach activities to build and maintain relationships with key stakeholders and community members.
- **Event Coordination:** Assist in organizing and managing fundraising events, including logistics, volunteer coordination, event setup, and cleanup.
- **Marketing and Promotion:** Contribute to developing marketing materials and promotional campaigns to raise awareness of the organization's work.

## DESIRED SKILLS OR EXPERIENCE:

- Strong interest in non-profit development and fundraising.
- Excellent written and verbal communication skills.
- Detail-oriented with the ability to manage multiple tasks efficiently.
- Ability to work collaboratively with staff, volunteers, and community members.
- Proficiency in software tools like Microsoft Office, fundraising databases, and social media platforms.
- Positive attitude and willingness to learn and contribute.

## SCHEDULE:

- Minimum commitment of 10 hours per week.
- Flexible scheduling based on the organization's needs.

## EXPECTATIONS:

- Participate actively in fundraising activities and events.
- Maintain clear communication with staff and other volunteers.
- Demonstrate enthusiasm and a willingness to contribute to the organization's mission.

Note: Training and ongoing support will be provided by the Development Director and/or Coordinator, including access to necessary resources and tools for the role.

**[Interested in this Volunteer Role? Click Here!](#)**