



Fundraising (Appeals) Assistant

Works with Fundraising (Appeals) Creative Coordinator

- Coordinates production and distribute annual direct mail appeal mailings
 - Coordinate arrangements with the printer
 - Reviewing mailing lists from the database, make necessary constituent file edits and forward the lists to the printer
 - Prepare appeal packets for board members and volunteers
 - Adapt direct mail appeal letter to Constant Contact and Social Media
 - Work with Marketing Team on scheduling Constant Contact emails for appeals
 - Work with Marketing Team on creating and scheduling of Social Media posts for appeals
- Timely processing of gift acknowledgements for all donations, including printing and sending out thank you letters and creating call lists for thank you calls.

Volunteer Term: minimum 1 year

Average Weekly Commitment: 1-2 hours (4+ hours during appeals)

Reports to: Executive Director