**{Logo of Your Organization or Campaign Name}**

**Volunteer Job Description**

Provide input to and participate in raising funds to support the work of **{name of your organization or name of the campaign}**

**Skills, Attributes, and Prerequisites**

* Commitment to the vision, mission, and goals of **{Name or your Organization}**
* Current donor
* Willingness to make a personal annual contribution to **{your organization or name of campaign}**

**Primary Roles and Responsibilities**

* Provide input into development of the annual **{or multi-year funding or capital campaign, or campaign for specific project}**
* Engage in the execution of all aspects of the annual **{or multi-year funding or capital campaign, or campaign for specific project}**, including marketing efforts and personal solicitation
* Help plan and implement campaigns to solicit funds from current and potential donors
* Assist in identifying new prospects and potential contributors
* Report activities and communicate to the **{Executive Director or CEO}** and Chair of the Fundraising Division

**Time Commitment**

* Preparation for and participation in the campaign should take up to once monthly conference calls, as needed
* Allocation of time to meet with current and prospective donors, solicit, and have pledge letters signed