



## **United Way of Greater Simcoe County**

### **Stewardship Volunteer**

**Organization:** United Way of Greater Simcoe County

**Position Type:** Fundraising

**Regio:** Barrie, Ontario

**Location:** 136 Bayfield Street, Suite 100

#### **Role:**

Stewardship volunteers will play an integral role in donor recognition and appreciation procedures. Volunteers will assist the organization in ensuring excellent donor-centered service.

#### **Length of Service:**

A minimum commitment of one year is needed

#### **Time Commitment:**

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2 –3 morning or afternoons per week

Some flexibility to do donor recognition call during the evening

#### **Responsibilities:**

Maintain database information correct for prompt issuing of tax receipts

Participate in weekly donor recognition calls – absolutely no solicitation

Support recognition process for campaign donors

#### **Qualifications:**

Strong interpersonal and communication skills

Personable rapport with the public

At ease using Word and Excel, comfortable using databases

Enjoys recognizing and appreciating people