Volunteer Position Description
Development Department

Title:
Sponsorship Coordinator

Major Objective:
Responsible for organizing the aspects of the sponsorship program that will help build the relationship between donor, resident, and the sanctuary as a whole.

Responsibilities:
1. Organizes the names of donors on Sponsorship Letter document, generates sponsorship letters/certificates for printing, and prepares and mails sponsorship packages.
2. Coordinator needs to have access to reliable transportation to pick up printed materials from the print shop.
3. Communicates with the Director of Development on updates or concerns.
4. Works with team to resolve volunteer questions or concerns. If outside help is needed, seeks assistance from team members to ensure all needs are met.
5. Regularly checks and responds to all incoming emails, calls, texts, and Slack messages within 72 hours (except during time off or extenuating circumstances). Urgent matters are addressed immediately, generally within 24 hours.

Collaborates With:
- Director of Development
- Other Sanctuary Directors and Leadership
- Sponsorship writers
- Work-trade volunteer

Qualifications:
- 18 years of age or older
- Minimum high school education or equivalent (e.g., GED)
- Needs to have access to a Apple laptop or iPad
- Basic computer competency (e.g., Excel, Word, etc.)
- Excellent computer skills (Apple pages and Fedex office)
- Must be a team player
- AAS volunteer experience (1-2 years preferred)
- Good communication skills

Training:
• General Volunteer Orientation
• Animal Safety Training
• Shadow Training of all major volunteer roles
• On-the-job training with current manager

Time and Place:
Virtual and on-site work at the Aloha Animal Sanctuary property. Primarily virtual work with some on-site work. Flexible schedule, ensuring all role needs are met.

Commitment:
• Overall time commitment: 3-5 hours per week
  ○ Approximately 8-10 hours of role work
  ○ 30-minute to 1-hour bi-weekly meeting with Director of Development

Supervision:
Direct supervision by Director of Development; indirect supervision by Executive Director and Board Directors.

Benefits:
1. Develop skills such as leadership, creativity, and communication.
2. Great opportunity to develop your resume.
3. Create relationships with like-minded individuals through partnership in the sanctuary community.
4. Spending time with our furry and feathered residents.
5. Appreciation events and activities throughout the year.
6. Discount on Aloha Animal Sanctuary merchandise.