



YWCA NIAGARA REGION

Hope for Homeless Women and their Families since 1927

Job title	Donor and Volunteer Relations Assistant
Reports to	Reports to Arienne Good, Fundraising and Donor Relations

Job purpose

Assist in managing and coordinating donations, donor relations, and volunteers through the use of basic communications and the main database. Overall supports the Fundraising and Marketing department as needs arise.

Duties and responsibilities

- Support the YW staff with the organization of volunteers and donor information
- Use the main database to keep records of donations, donors, volunteers and volunteer hours
- Plan the Annual Volunteer Appreciation
- Work to increase donations, donor retention, and participation in events
- Plan and send Thank You letters and Emails
- Advocate for the YWCA in community relations and involvements
- Provide administrative support as needed to the Fundraising and Marketing department

Qualifications

- Excellent organizational skills.
- Excellent grammar, writing and creative abilities.
- Ability to manage multiple tasks and prioritize.
- Excellent interpersonal abilities.
- Proficiency in Microsoft Office.
- Interest in the community and current events surrounding our cause
- Research capabilities.
- Satisfactory volunteer sector police clearance is mandatory.

Working conditions

- Hours of work are M-F 8:30 a.m. to 4:30 p.m.
- Some evening and weekend event work as needed
- Reports to Fundraising and Donor Relations