



# Donation Drive Assistant

Volunteer Position Description

## *Position & Responsibilities*

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### **Role Summary**

The Donation Drive Assistant works with the Development team by supporting the implementation of various Tubman sponsored donation drives.

### **Impact & Benefits**

- Support Tubman in providing resources and goods to the people we serve as they work to achieve safety, hope, and healing.
- Gain valuable administrative and organizational skills

### **Position Responsibilities**

- Maintain and update donation needs across programs. Donation Drive Assistant will connect with pertinent program staff and possibly clients about current needs.
- Provide input on donation drive materials & promotions
- Create and maintain donation tools, such as Amazon Wish List
- Provide information and coordinate directly with donors on specific donation drives

## *Qualifications & Expectations*

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### **Position Qualifications:**

- Strong computer skills, including navigating websites & basic knowledge of Google Forms and other survey tools.
- Comfortable working independently and as part of a team
- Comfortable communicating with various stakeholders both verbally and in writing

### **Time Commitment & Availability**

- Flexible weekday, preferred daytime hours, 2-4 hours a week, six month time commitment preferred & work can be done remotely

### **Supervision & Training**

- Supervised by Community Relations Manager

## *Organization*

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Tubman offers safety, hope, and healing to people of all ages, genders, and cultural backgrounds who are facing relationship violence, sexual assault, exploitation, homelessness, addiction, mental health challenges, or other forms of trauma. We provide safe shelter and housing, legal services, mental and chemical health services, youth programs, and more. [www.tubman.org](http://www.tubman.org)

Black, Indigenous, and people of color, multilingual speakers, people of all gender identities, people with disabilities, and veterans are all encouraged to apply.