



Development Funding **Intern/Volunteer Job Description**

AGENCY DESCRIPTION:

AFFEC is a non-profit organization located in Eugene, OR. AFFEC'S mission is to find loving and permanent families for every waiting foster child.

JOB SUMMARY:

Work with Executive Director to identify funding opportunities around grants, RFP's, Family Foundation, Business/Organization, and other development opportunities.

RESPONSIBILITIES:

Under the supervision of the Executive Director, the intern/volunteer will:

- Research funders and identify ones that are a good match for our organization
- Build a funding calendar
- Research partnerships with businesses for large in-kind donations
- Begin outreach, develop relationships and enter all information in our database
- Make sure all needed documents, in relation to funding, are on the web and up-to-date
- Develop processes for follow-up and thank-you notes

EDUCATION NEEDED:

Some computer skills, good writing skills, some non-profit experience

SKILL/QUALIFICATION REQUIRED:

- Excellent oral and written communication skills with the ability to communicate with diverse populations
- Computer skills/ data entry
- Experience using Microsoft Word and PowerPoint
- Well organized with attention to detail and the ability to complete tasks independently
- Ability to meet deadlines

PERSONALITY BEST SUITED FOR THIS POSITION:

outgoing, driven, dedicated, confident

EXPERIENCE OR SPECIAL SKILLS DESIRED:

team player, attention to detail, follow-through

SCHEDULE:

- 3-6-9 month commitment/ ongoing project
- 9 hours per week minimum
- Could be done from home after a period of training and trial
- Could be several people and divided based on funding type

CONTACT: Volunteer Coordinator at info@afamilyforeverychild.org or 541-343-2856