



# Hawaiian Humane Society

People for animals. Animals for people.

## **FUND DEVELOPMENT VOLUNTEER**

**Value of this position :** Assist Fund Development Department process donor gifts and acknowledgment letters in a timely manner. Process acknowledgment letters and other Fund Development mailings. Verify batch information. Assist in creating/updating brochures and updating /maintaining donor spreadsheets.

**Time Commitment:** At least one shift per week for a minimum of six months

**Expected time on day of activity:** Shifts: AM 9:30am-12:30pm; PM 1:30 pm-4:30pm

### **SUPERVISION**

Report to Katie Griffin, Development Assistant

### **Prerequisites/Necessary Skills:**

1. Completion of General Volunteer Orientation
2. Excellent organization skills and attention to detail
3. Must have general office skills and Microsoft Word and Excel skills
4. Experience in Raiser's Edge or other database management system a plus