

Tri-State Bird Rescue & Research, Inc.
Development Office

Description of Volunteer Position

Position Title: Development Volunteer

The mission of Tri-State Bird Rescue & Research, Inc. is to achieve excellence in the rehabilitation of injured, orphaned, and oiled native wild birds, with the goal of returning healthy birds to their natural environment. We do this through compassionate care, humane research and education.

Position Description:

As a nonprofit organization, Tri-State relies heavily on the financial support of the community. The Development Office seeks support through grants, membership, special events and annual appeals. Tri-State continuously needs to acquire, acknowledge and nurture the support we receive. Although not a hands-on wildlife experience, volunteering for the Development Office provides an invaluable service to Tri-State and the birds in our care by helping to develop and maintain much needed funding. Volunteers who could perform necessary administrative, clerical and record-keeping tasks would greatly augment the efforts of the development staff. Volunteers are also needed to participate in the planning, decision-making and staging of special events. Innovative fundraising ideas and the assistance to help see them through would be greatly appreciated. A development volunteer can gain experience and insight into the behind-the-scenes work of a nonprofit organization, as well as experiencing the satisfaction of helping Tri-State forward its important mission. Many of the tasks that development volunteers undertake are flexible and not physically demanding.

Position Objectives: To assist the Development Office staff in necessary administrative, clerical, record-keeping and special events-related tasks.

Examples of Work to be Performed:

1. Mailings of annual appeals and special event invitations
2. Record-keeping (data entry)
3. Special event planning and presentation
4. Prospect research on the Internet

Duration:

Always! As little as a couple of hours of reliable service a week would be very beneficial. There is no set shift – development staff will work with the volunteers to develop a flexible schedule. During the busier times of the year for the Development Office, such as the launching of annual appeals and special events, the efforts of volunteers are particularly needed.

Position Qualifications Required:

1. Must be 16 years of age or older
2. Willingness to sign confidentiality, volunteer agreement and emergency information forms
3. Be flexible and willing to try a wide variety of fundraising tasks
4. The ability to work effectively in group situations as well as independently
5. Knowledge of computers helpful, but not necessary

Volunteer Benefits:

1. Obtain experience in fundraising and marketing
2. Help forward Tri-State's mission
3. Fulfill high school community service requirements.
4. Make new friends and meet interesting people

Agency Staff: Rebecca Stansell, Development and Marketing Director

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