



VOLUNTEER POSITION: Collegiate Stewardship volunteer

Reports to: Donor Relations Manager

Time commitment: 10-20 hours, must be available on Friday, October 9, 2020

Location: Remote

Multiple positions available

POSITION SUMMARY:

The Collegiate Stewardship volunteers will assist in communicating with and stewarding Alpha Phi Foundation donors, particularly for the 2020 Founders Day of Giving. The volunteers will make calls, send emails, and record thank you videos on behalf of Alpha Phi Foundation to assigned donors.

VOLUNTEER TASKS AND EXPECTATIONS:

- Record stewardship videos using CauseVid within specific timeframes depending on donor activities
- Actively participate in phone banking (calling donors before and after Founders Day of Giving)
- Write and send thank you emails to donors within 24 hours of assignment
- Serve as a knowledgeable and enthusiastic representative of Alpha Phi Foundation
- Assist with various stewardship projects, as needed

TIME COMMITMENT:

- Overall time commitment will be 10-20 hours, not to surpass 20 hours
- Volunteers are required to be available on Friday, **October 9, 2020** for Founders Day of Giving
- Alpha Phi Foundation will work with volunteers so they may fulfill outlined responsibilities around collegians' academic and work schedules

QUALIFICATIONS:

The Collegiate Stewardship volunteers will be motivated self-starters who are passionate about Alpha Phi Foundation programs and who are comfortable connecting with sisters and donors on the phone, via email, and on camera. Ideal women for this volunteer role should also meet the following qualifications:

- Must be an undergraduate active member of Alpha Phi Fraternity in good standing
- Have strong writing and communication skills
- Have a basic knowledge of the mission and vision of Alpha Phi Foundation with an interest in philanthropy, fundraising, and service
- Exceptional interpersonal skills and a commitment to representing Alpha Phi Foundation with enthusiasm, warmth and professionalism
- Must be available on Friday October 9, 2020

HOW TO APPLY:

Interested collegiate Alpha Phis should complete the online Collegiate Stewardship Volunteer

Application here: <https://www.alphaphifoundation.org/collegiate-stewardship-volunteer-application/>.



If selected to advance, Alpha Phi Foundation will provide additional instructions and links to submit the following for the selection process:

1. Sample thank you email to a donor
2. 20-30 second thank you video
3. Short personal statement (name, school, chapter, major/minors, Alpha Phi experience, extra-curricular activities)

About Founders Day of Giving

In honor of Alpha Phi's founding, Founders Day of Giving is an 18-hour and 72-minute online giving campaign to celebrate all the ways Alpha Phi has impacted your life. It's a day to honor all the friendships, experiences, and memories made. It's a day to pay it forward for the next generation of leaders, scholars, and Alpha Phis. It's a day for every sister, family member, and friend of Alpha Phi to be involved and show their love for Alpha Phi. Learn More at www.alphaphifoundation.org/founders.

About Alpha Phi Foundation

Founded in 1956, Alpha Phi Foundation is a nonprofit organization whose mission is to advance women's lives through the power of philanthropy. The Foundation is the philanthropic and educational partner of Alpha Phi International Fraternity. Through contributions from individuals and chapters, the Foundation funds programs and initiatives focused on five areas: leadership training and development, scholarship, women's heart health, assistance grants and heritage. Learn more at www.alphaphifoundation.org.