



FUNDRAISING & OPERATIONS VOLUNTEER POSITION DESCRIPTION

I. VOLUNTEER TITLE: Fundraising & Operations Volunteer

II. ORGANIZATIONAL STRUCTURE: Reports to Wildlands Restoration Volunteers' Fundraising & Administrative Coordinator

III. OVERALL RESPONSIBILITIES: Be part of making a difference while learning the intricacies of how a nonprofit operates. Dive into restoration work through donor communications, research, and operations to ensure success in healing the land and building community.

IV. PRIMARY RESPONSIBILITIES:

- A. Fundraising
 - 1. Assist in writing, revising, and producing print donor communications
- B. Operations
 - 1. Gather photographs taken by WRV staff and volunteers; organize, evaluate, and index photos using Flickr for ease of use in outreach and fundraising
 - 2. Conduct research on a variety of topics
 - 3. Occasional data entry
 - 4. Organize office supplies and equipment

V. REQUIRED QUALIFICATIONS:

- A. Computer proficiency, including Microsoft Office, G-Suite, and databases
- B. Able to plan and manage multiple deadlines
- C. Exceptional copy editing skills and attention to detail in written materials
- D. Experience with photography and design
- E. Excellent verbal and written communication skills
- F. Excellent organizational skills
- G. Desire to continually learn and improve
- H. Ability to work effectively both independently and within a team environment

VI. DESIRED ATTRIBUTES:

- A. Availability in person on Wednesdays in Longmont, CO desired but not required
- B. Comfortable with the presence of dogs desired
- C. Sense of humor a plus

Interested applicants submit a Cover Letter and Resume to Jess Turner, jess@wrv.org

Applications accepted until the position is filled. Target period: three-months, June-August, with the possibility of extension Hours: Ideal schedule two days/week, or eight-sixteen hours/week **Compensation:** This is a volunteer (unpaid) position

Wildlands Restoration Volunteers build diverse communities that care for the land. wrv.org