



125 8th Street North, Fargo, ND

(701) 261-3598

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www.weareunseen.org

Donor Relations Volunteer

Hours per month: 10-20

Position Summary:

Working under the guidance of Unseen's Business Manager, you will be responsible for contacting businesses or individuals by telephone to share Unseen updates and invite donations. You will be given a script and training on how to communicate Unseen's message, values and mission. You will also track donor information to help us better understand and serve them.

Responsibilities:

- Become a student learning about the problem of human trafficking, its root causes, and Unseen's solution to the problem
- Communicate Unseen's mission and values
- Make weekly calls to donors
- Communicate clearly and thoughtfully with donors about Unseen's current work and future goals
- Invite people to donate
- Enter and track information about donors in Google Sheets

Preferred Experience:

- Donor relations, fundraising, sales, or customer service

Requirements:

- Excellent communication skills and phone etiquette
- Ability to take direction from others
- Detail oriented and goal-driven
- Time management skills
- Three month commitment or longer
- Computer skills
- A good fit with Unseen's mission, partners, culture, and team
- Positive can-do attitude. Proactive. Self starter. Problem solver.
- Comfortable with our friendly (hypoallergenic) office dog, Kahuna