Project HEAL Volunteer Development Administrator

Position Description

Reports to: Development Director
Status: Volunteer
Location: Remote
Expected Hours: 5-10 hours a week (must include at least 1 regularly scheduled work block availability during standard working hours; potential for additional hours to be completed outside of standard working hours)

About the Role
Project HEAL is seeking a volunteer Development Administrator to support the day-to-day operations of Project HEAL's fundraising initiatives. This role reports to the Development Director, works closely with the CEO, and occasionally partners with other staff to advance the organization's development activities. The Development Volunteer position is a great role for an individual eager to gain hands-on experience supporting nonprofit administration, fundraising, or operations.

Areas of responsibility may include:

Donor Stewardship
- Acknowledge offline donations with mail merge receipts
- Send handwritten thank you cards to all first-time and renewed donors
- Support Project HEAL's donor stewardship plan by coordinating quarterly thank you activities

Data Entry and Quality Control
- Input development data into Salesforce to provide the best information to development team members
- Lead weekly Salesforce quality control process, ensuring data integrity and accuracy in records

Research and Prospecting
- Research existing funding partners for updated sponsorship opportunities
- Identify potential institutional partners for Project HEAL to pursue, including foundations, corporations, and government opportunities
- Wealth screening and prospecting for existing and new individual donor partners

Development Team Support
- Assist development team with upcoming campaigns, including peer-to-peer, online, and direct mail
- Support national event execution with logistics and registration management
- Support CEO’s major donor fundraising efforts with administrative and scheduling tasks in Salesforce, preparation prior to calls, or transcribing notes
- Contribute to copywriting or copyediting efforts (as needed)

**Key Qualifications**
As a prerequisite, the successful candidate must believe in the core values of Project HEAL and be driven by the mission.

While there are no minimum educational requirements for this position, the successful candidate will demonstrate interest and skills in administrative and operational work with a small team.


We’re also looking for someone who is:
- A stickler for details and quality
- Eager to dive in and find ways to support Project HEAL’s team members
- Accustomed to working on multiple projects with different deadlines simultaneously
- A reliable and friendly communicator who reaches out and follows up
- A caretaker of sensitive information about donors and partners
- Excited by ensuring data integrity and usefulness
- A strong self-motivator
- A do-er, ready to roll up their sleeves to solve problems
- A creative thinker willing to test out new ideas

**To Apply**
Email a resume and cover letter to volunteer@theprojectheal.org with subject line ”Volunteer Development Administrator.” Please do not follow up with Project HEAL staff, we will reach out to the candidates that we wish to interview.