

# New Horizons Ministries

## Position Description

**Title: Development Team Volunteer Staff**

**Reports to: Development Manager and/or Gift Process Manager**

### **Description:**

New Horizons Ministries Development Team Volunteers assist the Development Team with general office tasks and event support during regular office hours Monday-Friday 9AM-5PM.

### **Commitment:**

- A minimum of a six-month commitment is expected
- Support donor database and relations (data entry & TY's)
- Support administrative tasks (printing, organizing, filing, addressing...)
- Support fundraising events (Walk, Dessert Extravaganza...)
- Regular prayer for the ministry and our donors

### **Optional commitments:**

- Attendance at the annual All-staff retreat
- Attendance at the annual Volunteer recognition banquet
- Participation in the annual client holiday events (Easter, Thanksgiving, Christmas)
- Represent NHM at Church mission fairs
- Promote NHM through speaking events/tours

Volunteer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_