

Girls Incorporated of Worcester Fund Development and Special Events Volunteer



About Girls Inc. of Worcester:

Girls Inc. of Worcester works to inspire all girls to be strong, smart, and bold by offering quality research-based programs in a safe environment and providing opportunities for girls to take healthy risks, build leadership skills and master physical, intellectual, social and emotional challenges.

Position Description:

Volunteers are a valuable resource to Girls Inc. of Worcester and play an integral role in many of our projects. As a fund development/special events volunteer, you will learn behind the scenes logistics of planning fundraising events and running annual appeals. It is a fun opportunity, and you're directly helping to raise funds for Girls Inc.'s vital programs and awareness of its mission.

Intern activities may include:

- Helping plan and organize special events and annual appeals
- Soliciting silent auction and ad book donation items necessary for special events via telephone and internet
- Assisting with mailings and email blasts
- Researching new fundraising opportunities/prospects from lists, media, and internet
- Setting up event materials
- Creating displays
- Set up small databases and data entry
- Supporting the administrative work conducted to ensure effective operation of fundraising activities
- Other duties as required

Qualifications:

- Positive, hardworking, team player with attention to detail
- Strong interpersonal, communication, writing, editing, research, and organizational skills
- Must successfully complete a CORI background check

Hours:

Flexible hours to be decided in consultation with Communications Director

This is an unpaid position.

To apply, send resume and cover letter to:

Girls Incorporated of Worcester

Attn: Anne McCarthy

125 Providence Street, Worcester, MA 01604

Or send resume and cover letter via e-mail to:

amccarthy@worcester.girls-inc.org