



Carpenter Hospice Gala Acquisition Team Volunteer

Position: Gala Acquisition Team Member (Volunteer)

Direct Report: Acquisition Team Leader (Volunteer) and Development Manager

Indirect Report: Volunteer Services Manager

Primary Function: Soliciting donations from the community for our Gala

Duties and Responsibilities:

- Connect with local businesses in person and tell them about the hospice and our annual Gala in order to request a donation. For businesses out of town, contact and requests can be made via email, phone, or online applications.
- A list of businesses and/or contacts will be provided to you. If you have your own contacts, bring them to the team meetings and follow the process for updating the list to avoid duplication.
- Keep track of which businesses declined and those who have agreed to support the Gala with a donation. Report the information, as per the process, in order for the list to be updated on a weekly basis.
- Follow up and pick up the donated items and bring them to the hospice.
- Attend the monthly evening Acquisition Meetings which start in September.
- Communicate in a clear, courteous and professional manner when dealing with the public and with all business owners and their staff.
- Represent the hospice in a positive and professional manner. The hospice dress code is expected to be followed when approaching businesses in person.

Communication and Collaboration

- Provide updates to the Gala Acquisitions Team Leader and Development Manager.
- RSVP to the monthly meetings.
- Share your ideas with the team.
- Communicate clearly with potential donors and graciously accept a decline to donate.
- Communicate concerns, requests to Gala Acquisitions Team Leader or Development Manager.
- Communicate concerns with Volunteer Program, staff or other volunteers to Volunteer Services Manager
- Check in with reception to let them know you are here and when you are leaving the hospice.

General

- Comply with all hospice policies and procedures, including Donor Privacy.
- Notify the nursing staff immediately if you have sustained an injury while in the hospice.
- Provide privacy and confidentiality for all residents and their families.
- Be respectful to our staff, volunteers, donors and community members.

- Duties and responsibilities may change to reflect the changing needs of the hospice and its residents.

Qualifications:

- Comfortable with approaching businesses and asking for donations for the Gala.
- Ability to speak clearly, professionally and with a warm demeanor.
- Ability to take direction and accept supervision.
- Excellent communication and listening skills.
- Ability to work well independently and in a team, being supportive, professional and respecting the unique contributions of every individual.
- Demonstrate initiative and problem solving skills.
- Sincere interest and/or related experience with fundraising activities.
- 18 years or older.

Time Commitment:

- 3-6 hours a week from September– mid-February. The amount of time depends on your availability. Your business list will be adjusted according to your availability.

Mandatory Training: (provided by the hospice)

- Training provided on how to complete the donation forms.
- Training and information provided for questions about tax receipting.
- Training and information provided on how to approach a business and what to say.
- Shadowing with the Gala Acquisitions Team Leader or a mentor at your request.
- Review and sign Carpenter Hospice Volunteer Orientation Package.

Position Description Acknowledgement:

- I have read, reviewed and received the position description
- I have read, reviewed and received the Volunteer Agreement
- By signing this form I agree to abide by the terms set out in this role description and understand that failure to do so may result in removal from the Gala Acquisitions Team
- I understand that during the term of this role, if either party does not feel this role is the right fit; either party can cease the role and if possible an alternate role may be offered.

Volunteer Name: (please print) _____

Print & Sign (Volunteer)

Volunteer Services Manager or
Development Manager

Date

Date