

VOLUNTEER FUNDRAISER

(ALSO KNOWN AS SOLICITOR, AMBASSADOR, CAPTAIN)

Assures that all employees are personally asked to contribute to SEFA

Typical Work Activities

1. Attends scheduled training sessions to:
 - a. Become familiarized with SEFA
 - b. Review all campaign related materials
 - c. Know how to fill out pledge form and understand the designation process
2. Use campaign materials (video, brochure, etc.) as a resource to answer employee questions.
3. Personally ask assigned employees to give -- either through group presentations or one-on-one.
4. Address concerns and questions relating to SEFA – answer or find out the answer.
5. Distribute and collect pledge forms from all assigned employees.
6. Follow up with employees who do not return pledge forms.
7. Complete and report campaign results in accordance with local campaign procedures.
8. Thank all contributors.

Reports to

- Employee Campaign Manager