**Development Volunteer Description**

**Title**: Development Volunteer

**Reports to**: Project Manager

**Department:** Development

**Summary**: The Charlotte Symphony development department is looking for enthusiastic office volunteers who want a fun recurring volunteer role either once per week, or once every other week. Development volunteers perform a variety of tasks working in partnership with development staff to successfully reaching goals in support of the overall mission of the CSO.

**Essential Duties and Responsibilities**

* Donor thank-you calls
* Assistance with large direct-mail campaigns including hand-matching and stuffing envelopes
* Creating archive/reference files
* Writing donor thank-you notes
* Other clerical and administrative duties

**Requirements**

* Professional appearance and a friendly manner
* Dependable and punctual
* Self-directed, willing to take initiative, organized, and detail-oriented
* Respect for the confidentiality of volunteer, partner, and donor information
* Basic computer skills a plus

**Time Commitment**:

* Position will average 4 hours per week with flexible hours.
* Charlotte Symphony office hours are Monday-Friday, 9 a.m.-5 p.m.

**Dress Code**: Business Casual