Donor Appreciation Assistant

At Make-A-Wish, we grant wishes for kids with life-threatening medical conditions to enrich the human experience with hope, strength, and joy. The Greater Bay Area Chapter is headquartered in Oakland, and covers 17 counties of Northern California, granting an average of 370 wishes per year. In order to raise money to fund the wishes of the children we serve, we work with individual and corporate donors. For each donation, we need to send the donor an official thank you letter for his/her tax purposes, and to show our appreciation for the gift.

We are looking for a volunteer who can help 3-4 hours per week, on a regular, weekly basis. The days and times can be flexible, but would ideally be Monday or Tuesday. All the office work will be done at the Make-A-Wish office in Oakland, during our office hours (9am-5pm M-F). We also require that the volunteer be willing to agree to a minimum six-month commitment.

Duties include:

- Running queries in the database to pull lists of donors needing receipts and thank you calls
- Proofreading, printing, folding, stuffing, and mailing official donor acknowledgment (thank you) letters
- Data entry – entering donor information in our database, Raiser’s Edge, as well as tracking interactions with the individuals

The volunteer should be an organized, administrative volunteer with an attention to detail. Experience with Microsoft Excel and Word required. Experience with data entry and administrative work required. Experience with Raiser’s Edge (or similar database) is a plus. The Donor Appreciation Assistant must be at least 18 years old. If you are interested in this position, please email our Volunteer Manager at volunteer@sf.wish.org to express interest, and include a resume.