



National Eating Disorders Association

603 Stewart Street, Suite 803 ~ Seattle, WA 98101

Mission: *NEDA is dedicated to supporting those affected by eating disorders and be a catalyst for prevention, cures and access to quality care.*

Title: Resource Development Volunteer

Supervisor: Director of Development

Position Summary:

Contribute to NEDA's mission of expanding public understanding of eating disorders and promoting access to quality treatment for those affected along with support for their loved ones through education, advocacy and research! Assist staff in recording donations and donor acknowledgement, as well as researching corporate and foundation prospects. Tasks may include data entry, mailing thank you letters, internet research, cleaning up donor records, mailing projects and organizing files. Assist with conference and special event planning. If the volunteer has strong computer, writing, graphic design, or other skills not mentioned here, we may also have other projects that fit these skills and interests.

Primary Responsibilities:

1. Development Department Duties:

- Data entry (gifts, new professional member prospects)
- Printing, folding, stuffing, posting, mailing thank you letters and membership renewal letters
- Internet research about companies and foundations
- Assist in developing conference sponsor recognition pieces (signs, table placards, etc...)
- Work with development team on special event planning and invitations
- Other duties as assigned

2. Program and Administrative Duties:

- Possible assistance with special event planning and sponsorship
- Organizing files

Required Qualifications:

- High energy
- Positive attitude
- Meticulous attention to detail
- Strong computer skills
- Internet research
- Self-motivated
- Able to work independently (after training)

Time Frame and Commitment:

Two days per week, 4 hours per day for about one month, beginning December 1st. Schedule/time frame is flexible.

Volunteer/Intern Agreement:

I have read the *Volunteer Position Description* and the *Mission* of the National Eating Disorders Association and I agree to carry out my responsibilities as described, and work to further the mission of the National Eating Disorders Association.

Volunteer's Signature

Date

Supervisor's Signature

Date