



Position: Donor Liaison

What's in it for you: This is an opportunity to gain professional experience with a non-profit organization and to meet new people. You will be helping to further a great cause and making a difference in the lives of people who struggle with stuttering.

Purpose: The Donor Liaison serves as the point of contact between CSA and its donors, aiding the organization's mission of providing support to Canadians who stutter and their families by ensuring the retention of current donors and the recruitment of new ones.

Key responsibilities:

- Connect with CSA members on a quarterly basis to reaffirm their support
- Write and mail handwritten thank you cards for large donations
- Answer questions about CSA and communicate the organization's goals and accomplishments
- Research potential donors and write letters/make phone calls asking for their support
- Attend CSA conference and other events to recruit members

Skills: We are looking for a reliable volunteer with great customer service and communication skills who is willing to take initiative.

Experience: No previous experience is required. A bachelor's degree or progress towards a bachelor's degree is preferred.

Time Commitment: 2-4hrs/month; flexible hours