This Way to Sustainability Conference
Volunteer Position Description

**POSITION:** Donation Volunteers
(2 volunteers needed)

**Timeframe:** February through the dates of the conference

**DESCRIPTION:**
Under the guidance of the Outreach, Promotion, and Sponsorship Coordinator, you will be responsible for contacting potential donors for in-kind donations (material items) and cash sponsorships. You will be maintaining donor contact lists and are responsible for sponsor outreach and will be working closely with the lead conference coordinators.

This requires an individual who can explain in detail what the conference is about and how donations are necessary for the positive, successful outcome; be friendly and personable, representing the University and the conference in the prestigious light it deserves. Looking for donations can be a challenge, but with a solid plan and motivation it is very possible.

**TASKS:**
- Determine the type of donation that might be acceptable of the organization/company you are contacting. Remember to always think Green.
- Review and update the donations spreadsheet, maintain regularly to include names, donated items, and follow-up calls needed.
- Contact potential donors via phone and in person.