

Volunteer Job Description: Corporate Relations Team

Help us raise more money and gain more support from Minnesota Corporations: Join the Corporate Relations Team

Join the development team and help the Arboretum do a better job of reaching out to corporations and securing their support with sponsorship dollars, in-kind product and service donations, room rentals for retreats and meetings, securing corporate memberships to the Arboretum, and encourage employee volunteerism. Team members will participate in many aspects of corporate relations ranging from low-tech to high-tech including: add order to the department and put systems in place beyond current situation, research corporations and local events and non-profit corporate support via the internet and site visits, web site updates, help to fulfill all promised exposure opportunities, and much more. This team is integral to the corporate relations and development department and its ultimate goal to raise money for the Arboretum. This job will not include any "asks" for money but it will provide the architecture to support the growing program. Technical computer training provided.

Responsibilities

- Research competitive landscape (other nonprofits and support they receive from corporations)
- Update the Corporate Giving portion of the Arboretum web site, and monitor for accuracy and enhancements
- Help write sponsor fulfillment reports (template provided)
- Assist with filing systems, both physical and electronic
- Update Razor's Edge software with corporate contact information
- Help with database development
- Oversee mailings 4X a year
- Participate in team meetings as scheduled
- Take photographs when needed (signage and other needs)
- Option to participate in brainstorming sessions (no idea is a bad idea)

Required Skills

- The ability to have fun and get things done
- Organization and reliability is key
- Be comfortable using a computer and learning technical software systems
- An inquisitive nature, desire to learn through research
- Creativity helps

Time Commitment and Schedule Details

- Commit to 2-3 shifts per month; approximately 90 minutes each
- Attend initial training, follow up training, and respond to performance evaluations
- Respond to calls for additional help, depending on your availability

Benefits

- Advanced computer training provided; web site maintenance and on-line registration system
- Contribute to the mission of the Arboretum

Work Environment:

X	Indoors		Lifting
X	Outdoors at other venues	X	Working individually
X	Sitting		Working with children
	Standing	X	Working as part of a team
X	"Secret Shopper" at other nonprofits	X	Working at home

How to Apply for this Opportunity

If you are currently an Arboretum Volunteer and would like to apply for this opportunity, please contact the supervisor and set up an interview.

Supervisor & Contact Information

Ann Herzog-Olson, Manager, Corporate Partnerships, 952-443-1407, aherzog@unn.edu

To become an Arboretum Volunteer, you first need to complete the Arboretum Volunteer Application Form and participate in the screening and welcoming process. To get started please call the volunteer office at 952-443-1461 Monday, Wednesday, or Friday between 9AM – 4PM. Or visit our web site at <http://www.arboretum.umn.edu> and click on the volunteer tab.