



## Capital Campaign Caller Position Description

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Number of Volunteer Needed: 12-15

Qualifications of the Callers:

Callers should enjoy talking on the phone and preferably have some experience in this role, specifically making telephone contact and soliciting funds. Training will be provided by the Implementation and Planning Team regarding the structure and operation of the Campaign, how to respond to frequently asked questions and other relevant information.

Skills required:

- Excellent communications skills, primarily phone skills
- High comfort level with phone work
- Attention to detail
- Ability to meet deadlines
- Ability and intent to be a team player
- Ability to learn quickly

Responsibilities of the Caller:

Callers are expected to make calls and complete assignments in a timely manner including accurate record keeping and data collection. Callers will be expected to communicate with the Campaign Chair, Capital Campaign Coordinator and team members as needed. Callers will call owners with the purpose of answering questions and seeking a loan commitment or charitable gift and will do so in accordance with training provided.

Time Commitment

This is a short term role and would require about 3-5 hours a week which would include: committing to at least one call shift a week (6-9 pm on a weeknight, Saturday am, Sunday pm) from September 28-November 20th, plus 4.5 hours of training in mid-September. Callers are welcome to volunteer as much time as they can afford to give and can sign up for multiple call shifts a week.