



## POSITION DESCRIPTION

### OPERATION BACKPACK FELLOW

**Summary of Position:** Operation Backpack is a summer long drive to collect backpacks and school supplies for the children served by Volunteers of America of Illinois' (VOA of IL) programs. Under the direction of the Senior Development Manager, the Operation Backpack Fellow will have a focus on creating, managing, and executing Operation Backpack through donor contact, volunteer engagement and will support the development department.

**Position Type:** Fellow/Intern (New Sector Alliance)

**Essential Functions:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The functions listed below are representative of the knowledge, skills and/or ability required for the position. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions of this position.

- Leads the cultivation, engagement, and management of all Operation Backpack communication, including planning and follow up.
- Coordinates marketing letters, newsletters, and supports social media messaging.
- Works with the communities where VOA is present to find and identify other opportunities for backpack distribution
- Works with staff to ensure that every child in our programs receives a backpack before the school year begins
- Manages donor partnerships and communicates needs of program
- Works closely with the Development team
- Supports all activities of the Development department as needed.
- Upholds the mission and values of VOA of Illinois at all times.

**Other Duties:**

As assigned by the Senior Development Manager.

**Work Environment:** Generally, this position operates in a professional office environment; however, this position may require some travel in and around the community by utilizing a personal vehicle or other methods of transportation. The hours of work are generally Monday through Friday, 9:00 AM to 5:00 PM; however, hours can be flexible due to working evening/weekend hours. Dress code is business casual.

**Physical Demands:** Physical demands are a part of the essential functions of this position. Reasonable accommodations for the physical demands of the essential functions of the position can be considered and made when possible in response to a specific request.

**Qualifications:**

- Proficient in Microsoft Office, data entry, tracking, analysis, reporting, database/software systems.
- Attention to detail, organized, strong written and oral communicator.
- Able to work independently and creatively.
- Strong interpersonal skills

**Education and Experience:** This position requires a bachelor's degree and a firm understanding of and proven experience in development and donor relations in a non-profit setting.

**Volunteers of America of Illinois provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.**

Reasonable accommodations are available and will be provided to qualified applicants and employees with disabilities. Generally, the individual with a disability must inform VOA of IL that an accommodation is needed.

Nothing in this job description restricts management's right to assign to or reassign duties and responsibilities from this job at any time. This job description is subject to change at any time.

Employee's signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date Signed