

**FUNDRAISING FELLOWSHIP– DONOR DATABASE
Apple Corps Service Fellow Announcement**

About Apple Corps:

Apple Corps Leaders Program, this new fellowship initiative is designed to provide service opportunities for individuals who are passionate about leading the effort to eliminate hunger throughout our community. The inaugural class of Apple Corps Fellows will complete short-term, service projects that build capacity for the Foodbank of Southeastern Virginia and the Eastern Shore.

Timeline:

This is a six month service opportunity. It will launch in December 2019.

Position Overview:

For six months, the Apple Corps member will work closely with the Resource Development Team to support the Foodbank’s mission, which is “leading the effort to eliminate hunger in our community.” The position will report directly to the Director of Development and partner with other team members within the organization

Working with the Foodbank’s donor database system—DonorQuest. The Apple Corps member will:

- Review donor account and make updates (weekly), checking for duplicate names, addresses, and obituary notices.
- Cross reference volunteers listed in the Foodbank’s volunteer database with donors within DonorQuest
- Add contact notes to accounts as needed to support outreach
- Conduct research on social media on high value donors (adding notes to DQ).
- Assist with Google News alerts, address holiday mailings
- Help finalize instructions for the DonorQuest user guide
- The individual may also support donor stewardship by making thank you calls to new donors

By the end of the Apple Core assignment, the individual will be able to produce a report for the following Donor Quest activities:

- Number of donor accounts that are updated with information from local obituaries
- A list of donor/prospect accounts that are marked as being on the Inside Business “Power List”
- A list of donors that are marked as volunteers,
- The number of re-assigned portfolios after the portfolio reviews
- The number of contact notes made on behalf of a solicitor, and a list of major donor’s social media accounts.



Leading the effort to eliminate
hunger in our community

- A list of thank you calls made to new donors, and a weekly report on mid- to major-donor Google News alerts and entered in DQ
- A final DonorQuest user guide.

Estimated Number of Hours:

60 – 80 hours per month

Benefits:

Apple Corps Service Fellows will receive a cash stipend as a general contractor per the following schedule: Six month project \$3,334.00 (\$555.67 per month)

Payments will be paid in monthly stipends. A federal tax Form 1099 will be issued to each participant for the amount paid for each calendar year.

Individuals will also receive Foodbank branded apparel, such as polo shirts, sweatshirts and jackets, to wear during their service hours.

Requirements:

Individuals who are 18 years or older with a high school diploma may participate as an Apple Corps Service Fellow.

Ideal candidates for this initiative are individuals with past professional experiences who can serve as skills-based volunteers, college students seeking to gain professional skills in leadership and project management, and SNAP beneficiaries who desire on-the-job training that will create career pathways for economic mobility.

The ideal candidate will have familiarity and proficiency with working in databases, strong customer service skills both in-person and over the phone, and be willing to work independently.

Candidates must be proficient in the use of Microsoft Office programs (Word, Excel, and PowerPoint). Individual must have great attention to detail and exercise good judgement and discretion.

Preferred candidates may also have previous experience such as (but not limited to): retail or hospitality positions, data entry experience.

A related college degree is not required.

About Us:

Since 1981, the Foodbank of Southeastern Virginia and the Eastern Shore, a member of Feeding America™ and the Federation of Virginia Food Banks, has been providing food for hungry people throughout Southeastern Virginia and on the Eastern Shore. In



Foodbank

of Southeastern Virginia
and the Eastern Shore

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our mission to lead the effort to eliminate hunger in our community, the Foodbank has distributed over 290 million meals throughout our 4,745 square mile service area, which includes the cities of Norfolk, Portsmouth, Chesapeake, Suffolk, Franklin and Virginia Beach as well as the counties of Southampton, Northampton, Sussex, Isle of Wight and Accomack. During the 2017-2018 fiscal years, the Foodbank distributed nearly 15 million meals to food insecure individuals in the community through a robust network of partner agencies and program sites. Our current work to address the short-term needs for food access and long-term needs related to root causes of food insecurity is guided by a strategic plan, which can be accessed via our website at

<https://foodbankonline.org/strategic-plan/>

The Foodbank of Southeastern Virginia and the Eastern Shore is an Equal Opportunity Employer. The Foodbank encourages applications from qualified persons of every race, ethnicity, national origin, religion, sex, age, veteran status, sexual orientation, and disability.

How to apply: If this sounds like the opportunity for you to serve our community and help eliminate hunger, please send a cover letter, resume to orfrecruiting@foodbankonline.org