

Chicago**History**Museum

Volunteer Opportunity Description

Project Title: Institutional Advancement Office Volunteer

Supervisor: Development Coordinator

Objective: This is an ideal position for volunteers who are interested in an ongoing opportunity to exercise their organizational skills and help the Chicago History Museum's fundraising and membership efforts. Volunteers are an important part of the IA Department's Team and will work in a professional, collegial environment. Objectives include the following:

- Become acquainted with the Chicago History Museum's mission and fundraising objectives.
- Complete projects in general office, communications, and development areas
- Other duties as assigned

Responsibilities:

DEVELOPMENT

The volunteer will provide administrative assistance to CHM Annual Fund, Special Events, and Grants activities including:

- Grant prospect research
- Proof/editing of grant proposals
- Proposal preparation
- Maintenance of Development Archives

MEMBERSHIP

The volunteer will additionally assist Membership staff with mailings, membership records, and members events including:

- Filing
- Spreadsheet maintenance
- Assembling of mailings
- General office organization
- Internet research

Qualifications:

Top volunteer applicants will have:

1. Strong writing and organizational skills.
2. Willingness to take initiative, follow directions, and work independently.
3. Familiarity with Microsoft Office Suite (Word, Excel)
4. Ability to set personal deadlines and meet them.
5. Experience working in an administrative environment

Time commitment: In order to maintain a consistent relationship that benefits both the organization and the volunteer, we are seeking applicants who are able to volunteer regularly once or twice per week. Flexible hours are available as long as they are between 9:30 a.m.- 5:00 p.m., Monday - Friday. We ask for at least a year commitment.

Application Deadline: We are currently seeking applicants for this volunteer position.

How to Apply:

A completed application consists of the following:

- a completed application form
- a resume outlining your educational, professional, and volunteer experiences, or biographical statement
- the mailing addresses of two references

Every effort is made to match the skills and interests of prospective volunteer with the needs and priorities of the department and the institution overall. The application materials will outline the specific qualifications requirements for individual projects. Applications are encouraged from African American, Asian American, Latino, and Native American applicants.