

## Volunteer Position Description

<b>Position Title:</b>	Procurement Specialist
<b>Location:</b>	<b>Virtual</b> (With option for occasional office use) 3910 SE Stark St. Portland, OR 97214
<b>Goal of Position:</b>	Expand capacity of programs and events by procuring in-kind donations.
<b>Sample Activities:</b>	<ol style="list-style-type: none"> <li>1. Solicit local businesses for in-kind donations for programs and events based on need.</li> <li>2. Develop your own special project in collaboration with your staff supervisor, based on your interest and program need.</li> </ol>
<b>Time Commitment:</b>	Periodic check-ins with supervisor during weekdays. Work on procurement can be flexible and independent after some training. Three month commitment preferred.
<b>Qualifications:</b>	<p>Essential:</p> <ul style="list-style-type: none"> <li>➤ Communication and organizational skills</li> <li>➤ Ability to multitask, think outside the box, and troubleshoot problems</li> <li>➤ No fear of “cold” calling potential in-kind donors – ability to be both assertive and charming.</li> <li>➤ Self-motivated, ability to work independently</li> <li>➤ Ability to work well in teams</li> </ul> <p>Desirable:</p> <ul style="list-style-type: none"> <li>➤ Flexible, hands-on, “go-getter” attitude</li> <li>➤ Fundraising experience</li> <li>➤ Creative and innovative spirit</li> </ul>
<b>Physical Requirements:</b>	The ability to stand, walk, sit; use hands to handle or feel objects, tools or controls; reach with hands and arms; balance; stoop or kneel; talk and hear. Position also requires close vision, distance vision, and the ability to adjust focus. Occasional lifting up to 25 lbs may be required. Reasonable accommodations may be made to enable individuals with disabilities to perform the position functions.



**Training & Support:**

Orientation to Volunteers of America Oregon, coaching on procurement, and on-going support as needed.

**Benefits:**

Learn valuable skills in fundraising by learning from a successful development team. Gain experience with social services and feel the satisfaction of working on a team that is enhancing the quality of life for the vulnerable in our community.

**Supervisor's Contact Details:**

Jane Pesznecker, Annual Fund Manager  
[jpesznecker@voaor.org](mailto:jpesznecker@voaor.org)  
503-595-2026

Position description reviewed with \_\_\_\_\_ on \_\_\_\_\_

(Volunteer Name)

(Date)

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Supervisor Signature