



Holiday Sponsorship

Time of day and schedule of the position	Throughout the week
Duration of the position	Late October - mid-December, annually
Location of the position	Virtual, with occasional shifts at South Minneapolis

A background check is not needed for this volunteer position.

References are not needed for this volunteer position.

The goal of this position is to serve as the contact(s) between corporate sponsors and staff/clients at The Family Partnership.

Volunteers will be responsible for:

- Maintaining a relationship with the main contacts at corporate partner organizations
- Soliciting and checking wish lists from staff, then sending them to corporate partners
- Maintaining a shared spreadsheet of sponsored families
- Planning logistics for the gift drop-off
- Organizing gifts and communicating status and location of gifts to programs

Requirements and qualifications: Volunteers must be highly organized and proactive. They must respond to emails and phone calls in a timely manner and pay great attention to detail.

This position is a good introductory experience to learn project management and cultivate important relationships between nonprofits and sponsor corporations!

For questions or inquiries, please contact the volunteer steward for this position at volunteer@thefamilypartnership.org.