

## **Women's Sports Foundation Development Office Spring/Summer 2020 Volunteer Opportunity**

The Women's Sports Foundation's Development Office is seeking a volunteer to work with us in fine-tuning our donor database, setting up a system for identifying private foundations that we can pursue for funding and, in general, helping us create a "well-oiled" fundraising operation.

The following are the two main areas in which this volunteer will be engaged:

### **Donor Database Cleanup**

The need for accurate donor information is critical in reaching and retaining donors. The WSF's database cleanup needs fall into three main categories: postal address errors, duplicate records for the same person/organization, and email address issues. The candidate would be responsible for researching errors and correcting any mistakes found. Postal address errors run the range from simple mistakes during data entry (bad zip codes, wrong city/state for zip code, etc., incorrect city spellings.) to addresses that require research to fix. Deduplication tasks involve matching up records entered online versus offline into database as well as running database tools to find duplicates to merge.

The database cleanup also requires research on email addresses, verifying validity and confirming the most accurate email is the constituent's primary email address. The position would be great for someone interested in learning about customer relationship management tools and requires a candidate that needs to be thorough and willing to dig through a lot of data.

### **Foundation Research Project**

The Women's Sports Foundation seeks help in researching and compiling information on foundations from which they can seek grants. Our goal would be to have all of our foundation research, submission deadlines, contact information, websites, etc., in one spreadsheet. We could then use the spreadsheet to track our progress in applying to foundations and/or knowing which we would potentially qualify for a grant. This will involve consolidating information from multiple sources as well as augmenting existing information with research.

Some analysis will be needed along with the research to determine if/when we could move forward with a proposal to a foundation. This work would be great for someone interested in foundations, who likes data and spreadsheets, and is interested in learning more about the foundation grant process.

**Time Commitment**

We anticipate needing 12 to 16 hours a week of a volunteer's time and can be flexible as to how this time is spread out over the week.

Please forward your completed application to  
[HR@WomensSportsFoundation.org](mailto:HR@WomensSportsFoundation.org)