



Job Title:	DONOR RELATIONS COORDINATOR
Location:	Qatar
Level/Salary Range:	Unpaid volunteer
Position Type	Part-time, 3-4 hours a month
Applications Accepted By:	
Please send a paragraph explaining why you are suitable and would like to apply for the role to: Email: feedafriendqa@gmail.com Subject Line: FAF DONOR RELATIONS COORDINATOR	
Job Description	
<p>Feed a Friend is a non-profit grassroots project that provides a sustainable monthly supply of food to those in need, living in Qatar.</p> <p>Approximately 40 donors provide food to our Friends in Need every month. This group of kind & generous people is a mixture of existing and new donors. Whilst some more experienced donors require very little support, the newer members may require some guidance on how to fulfil their pledges.</p> <p>Keeping our donors regularly updated is important to us. Communicating the impact of their pledges lets them know they key role they play in providing food security for those in need.</p> <p>The main responsibilities of the Donor Relations Coordinator are:</p> <ul style="list-style-type: none">• Inform them of when the pledging system is open• Be the point of contact for donor questions related to pledges• Confirm pledges with donors & inquire if they need assistance with sourcing the food• Update donors post-distribution on the impact of their pledges• Ongoing relationship management with donors	
Person Specification	
The right candidate will: <ol style="list-style-type: none">1. Be highly organised (essential)2. Possess strong communication skills (essential)3. Have excellent attention to detail (essential)4. Experienced in using Mailchimp & Google Sheets (desirable)	