

THE DOMINION FUND

Job Description

The Dominion Dial Den Student Caller Act as a fundraising representative for Old Dominion University, contacting ODU alumni, parents, students, and friends by telephone with specific goal of securing financial contributions to the Dominion Fund, updating prospect records, and providing current information to friends and alumni.

Duties and Responsibilities

- Contact ODU alumni, parents, students, and friends from prospect lists provided by management with the specific goal of securing financial contributions.
- Seek to secure matching gifts from prospects by providing them with the information on where to get the necessary paperwork from their employers.
- Work as a team with other calling staff to achieve nightly goals.
- Properly record information and responses provided by prospects during phone calls.
- Maintain professionalism at all times during calling shifts, and in every telephone conversation.
- Maintain an active working knowledge of the University's mission, goals, academic curriculum, student programs, and campus life.
- Convey current information on events taking place on the University's campus in an intelligent and friendly manner.
- Build a strong compelling case in support of Old Dominion and the Calling Center campaigns in interactions with prospects during telephone communication.

Qualifications

Full time Old Dominion University student status—required

- Motivated and Enthusiastic
- Reliable and Punctual
- Honest and Cooperative
- Must have strong verbal and written communication skills, and must be able to **speak clear conversational English**, and use appropriate grammar and pronunciation

Skills/Experience Preferred

- Professional and/or volunteer experience working directly with the public
- Experience or training in sales, marketing, fundraising or public relations
- Ability to organize and present facts in a concise and persuasive manner
- Ability to record data accurately
- Ability to work in a Microsoft Windows environment

Hours

Sunday – 1:30 p.m. - 5:00 p.m.

Sunday – 5:30 p.m. - 9:00 p.m.

Monday – 5:30 p.m. - 9:00 p.m.

Tuesday – 5:30 p.m. - 9:00 p.m.

Wednesday – 5:30 p.m. - 9:00 p.m.

Thursday – 5:30 p.m. - 9:00 p.m.

Compensation

Starting hourly rate of \$8.00.

Future increases based upon performance.