

## **Volunteer Position Description**

### **About Prescott Farm**

Prescott Farm is a nonprofit environmental education center dedicated to awakening appreciation for nature and concern for the environment in our visitors, program participants, and community. We provide an array of year-round environmental education programs for all ages and a place in the Lakes Region community that encourages curiosity, discovery, fun and connection to the natural world.

Since 1997 Prescott Farm has used hands-on education to help thousands of visitors make meaningful connections to the world around them. We offer a wide range of programs year-round, designed to preserve and pass down knowledge and skills that encourage an understanding of nature & wildlife, food systems & gardening, and NH crafts & customs.

Prescott Farm is the link between New Hampshire's rural past and its healthy environmental future because people who connect to nature and really engage in the world around them are more likely to care for the earth and choose healthy lifestyles for themselves.

**Title of volunteer position:** Community Engagement Committee Member

**Committee Description:** The Community Engagement Committee is composed of well-connected community members who share a commitment to Prescott Farm's mission of awakening appreciation for nature and concern for the environment in the greater Lakes Region community.

Committee members facilitate community engagement and the work of Prescott Farm's development staff by helping to build relationships between the organization and individuals and businesses in the community and by contributing their time, energy, and skills to Prescott Farm's fundraising efforts in support of Prescott Farm's environmental education programs.

### **Time Needed:**

**Commitment:** 2 years

**Time Required:** Initial two hour orientation to Prescott Farm; monthly committee meetings of 1-2 hours; ongoing ambassadorship and outreach within the community estimated at 5 hours per month; additional volunteer special projects may require additional time.

**Days & Times:** To be determined. Monthly meetings will be scheduled for the same time and the same day of each month based on the schedules of committee members.

**Tasks, Responsibilities, and Expectations:** Committee members are ambassadors of Prescott Farm, acting as bridges that connect community members and businesses to the good work of the organization in an effort to build on-going support for Prescott Farm's programs. They may participate in any or all of the following ways depending on interest and comfort level:

- Introduce Prescott Farm to others who might be interested in the organization by inviting them as guests to tour the property with the Executive Director or the Development & Communications Director and/or to participate in a program at Prescott Farm

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- Identify and introduce Prescott Farm staff and/or board members to potential corporate donors and business partners by joining staff and board members on site visits
- Identify and solicit opportunities for Prescott Farm staff to present to service clubs, churches, or other programs. (No public speaking required)
- Speak often about the motivation behind your own giving/involvement with Prescott Farm
- Identify future committee members with the right connections and convictions for fundraising
- Depending on comfort level, committee members may be asked to request financial support from community members and businesses
- Call to thank donors for recent gifts and engage them in conversations about why they give or how they became involved with Prescott Farm
- Host gatherings in your home, business, or at Prescott Farm in partnership with Prescott Farm staff to introduce the organization and its work to a wider circle of people.
- Write personal notes to be included in solicitation and/or thank you letters to Prescott Farm constituents you know
- Committee members may be asked to act as liaison to and serve as a volunteer on the Prescott Farm Board of Directors, a separate volunteer position
- There is no specified donor level or contribution amount expected of committee members however, Prescott Farm expects all committee members to contribute financially to the organization's annual fund, scholarship fund, or capital campaign (when applicable) at a level that is comfortable for them. This is considered a best practice in the field of fundraising and development as it demonstrates commitment to the organization and is essential to successful donor recruitment.

**Qualifications:** Individuals wishing to participate in a volunteer capacity on the Community Engagement Committee should demonstrate the following strengths, skills, and interests:

- Enthusiasm for nature and support of Prescott Farm's mission
- Enjoy working as part of a team
- Strong written and verbal communication skills
- Demonstrate strong interpersonal skills with an interest in bringing people together
- Comfort with a fundamental guiding principle of the committee which holds that fundraising and development efforts offer community members an opportunity to contribute in a meaningful way to the work of Prescott Farm
- Must have access to and be able to send and receive email
- Other computer skills helpful but not essential
- Prior fundraising and development experience a plus

**Training & Support:** Prescott Farm will provide an initial orientation to the property and overview of our programs as well as the following:

- Training to help each committee member develop talking points that effectively demonstrate their knowledge of and enthusiasm for Prescott Farm's programs
- Marketing materials to support solicitation efforts
- Updates through Prescott Farm's quarterly board and committee newsletter which highlights stories about our programs, constituents, staff, volunteers, and donors
- Complimentary invitations to select public programs throughout the year for committee members and their guests

- Training and some online access to our constituent database for use in stewarding relationships and facilitating communication with the Prescott Farm staff

**Work Site:** Meetings will be held at Prescott Farm in the Farmhouse or the Samuel P. Pardoe Education Center. Staff will do our best to accommodate committee members who wish to attend a meeting via online meeting or conference call if needed.

**Special Projects:** Every effort will be made to pair committee members' interests and skills to their role on the committee. Additional special projects may include collaborating with event planning, helping with the coordination of mailings such as our annual appeal, data entry, reviewing and editing grant applications, and/or participation in development planning on an annual basis.

**Staff Liaison:** The Community Engagement committee is coordinated by the Development & Communications Director, Phoebe VanScoy-Giessler.

**Team Leader/Board Liaison:** The Community Engagement committee is chaired by a member of the Board of Directors for Prescott Conservancy, Inc. The current committee chair is Bruce Pardoe, Board President.