



## **Stewardship Ambassador Volunteer Job Description**

The Stewardship Ambassador is vital in helping the PKDF share gratitude with donors who support the foundation through monetary donations. The Stewardship Ambassador will thank donors through various types of communication; phone calls, emails, hand-written notes, etc.

Anticipate 2-5 hours per month.

### **Stewardship Ambassador responsibilities**

- Share gratitude from the PKD Foundation with donors via phone or email communications
- Engage with constituents
- Develop mutual trust and respect
- Maintain confidentiality
- Emphasizes positive, action-oriented communication
- Does not provide medical advice
- Does not provide crisis intervention
- Connect donors with internal staff to further the relationship and help answer any questions

### **Stewardship Ambassador requirements**

- Familiarity with Office 365 and Outlook email platform
- Reliable internet connection and smartphone or desktop access

### **Stewardship Ambassador qualifications**

- Commitment to the mission of the PKD Foundation
- Strong interpersonal and communication skills
- The ability to work well with others (PKDF staff, volunteers, constituents, etc.)
- Self-motivated
- Good time management skills
- Basic computer skills