

## Telephone Outreach Program – Student Fundraiser – On Campus Position



### Position Description:

Each year, thousands of UC Davis alumni, parents, friends, faculty, staff, and students express their commitment to UC Davis and all who benefit from the university's work by giving to the UC Davis Annual Fund. Annual Fund contributions provide the chancellor with crucial, flexible funding to enrich student life, respond to emerging opportunities, and meet pressing needs. These contributions typically reach more than a \$1 million each year. Since 1990, more than 100,000 supporters have collectively contributed more than \$25 million to UC Davis through the Annual Fund.

The UC Davis Telephone Outreach Program (TOP) is a unit of the UC Davis Annual Fund. The TOP is a student outreach program which builds relationships and gains financial support for the university through telephone fundraising. The TOP helps provide philanthropic support for UC Davis scholarships, faculty support, research initiatives, and academic programs to enrich student experiences. TOP student fundraisers call on behalf of the university, colleges, schools, and units to connect alumni, parents, and friends to the university and to maximize the success of UC Davis fundraising.

### Benefits:

- Experience in a fun and friendly team-focused environment.
- Quarter-long set weekly schedule that you chose based on your school schedule.
- Earning potential increases based on performance.
- Develop strong communication skills.
- Leadership and interpersonal growth opportunities.
- Callers can earn an average of \$150-300 additional compensation per quarter
- Starting Wage is \$11.75 per hour.
- Become part of the TOP FAMILY!
- Participate in PAID training sessions to learn the fundamentals of fundraising, outreach techniques, performance tracking, and how to utilize fundraising software.

### Qualifications:

- Eligible for US and student employment.
- Strong oral and written command of English.
- Have an enthusiastic and positive attitude, love talking with people who have a connection to UC Davis, and enjoy working in a team environment.
- Effective negotiation, oral, and interpersonal communication skills, including political acumen.
- Build and maintain effective working relationships at all organizational levels and with outside constituencies while working in a fast-paced environment.
- Ability to learn computer programs quickly.
- Attention to detail and ability to maintain confidentiality.

### Responsibilities and Work Environment:

- Stay up to date on current events in the community and within the UC Davis departments (e.g., mission, vision, goals, campus activities, and interesting developments in the schools, colleges, and units).
- Ability to work a minimum of 3 shifts per week, including one Sunday shift (approximately 10 hours per week).
- Adhere to strict guidelines for calling. Skill to meet or exceed fundraising goals and objectives.
- Update profile information accurately and provide information about the campus.
- Skill to articulate a compelling case for the support of UC Davis based on understanding of the mission and culture of a major research university.
- Skill to focus, be committed, and overcome/persevere through multiple rejections.
- Knowledge and understanding of fundraising donor relations and public relations concepts, principles, techniques, procedures, and practices, including prospect identification, qualification, cultivation, solicitation, and donor stewardship.
- Punctual, dependable, and provide meticulous detail.

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### How to submit an application:

- Online/Electronically via Adobe Acrobat:  
Fill out the application and add your signature via Adobe Acrobat Reader and click 'Submit'. Click through the prompts to email the application. The application will be sent directly to TOP.
- Email:  
Fill out the application and add your signature. Click save as and save the document. Attach to an email message to [UCDavisTOP@ucdavis.edu](mailto:UCDavisTOP@ucdavis.edu)
- In Person:  
Please deliver the application directly to the Annual Fund Trailer on Bioletti Way in P44 (see map below) between the hours of 5-9pm Sunday through Thursday evenings.



**Campus Map Link:** <http://campusmap.ucdavis.edu/?b=245>

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**Application for Employment**

<b>Legal Last:</b>	<b>Legal First:</b>	
<b>Local Address:</b>		
<b>Phone Number:</b>	<b>UC Davis Email:</b>	<b>Student ID:</b>

**Education**

<b>Year in School:</b>	<b>Expected Graduation Date:</b>
<b>Major:</b>	<b>Minor:</b>

**Where did you hear about this job?**

<b>Facebook</b>	<input type="checkbox"/>	<b>Flyer</b>	<input type="checkbox"/>
<b>Email</b>	<input type="checkbox"/>	<b>Other:</b>	<input type="checkbox"/>

**SHIFT AVAILABILITY:** All staff must work **ONE** Sunday shift and minimum of **TWO** weekday shifts per week.

<b>Sunday (select ONE):</b>	SUNDAY (1:45-5PM) <input type="checkbox"/>	SUNDAY (5:45-9PM) <input type="checkbox"/>
<b>Weekdays (select TWO):</b>	MONDAY (5:45-9PM) <input type="checkbox"/>	TUESDAY (5:45-9PM) <input type="checkbox"/>
	WEDNESDAY (5:45-9PM) <input type="checkbox"/>	THURSDAY (5:45-9PM) <input type="checkbox"/>

**\*\*Shift Days/Time are subject to change based on business need.**

**NOTE:** *At least 15 hours of paid training are required to qualify for a position in our office.*

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**Past Employment Information (List below - begin with most recent):**

Dates From - To		Company Name	City, State
Title(s)	Duties		
Reason for Leaving:		Supervisor's Name	Telephone Number
Dates From - To		Company Name	City, State
Title(s)	Duties		
Reason for Leaving:		Supervisor's Name	Telephone Number
Dates From - To		Company Name	City, State
Title(s)	Duties		
Reason for Leaving:		Supervisor's Name	Telephone Number
Dates From - To		Company Name	City, State
Title(s)	Duties		
Reason for Leaving:		Supervisor's Name	Telephone Number

Are you currently employed? Yes  No  How many hours do you work per week? \_\_\_\_\_

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**Supplemental Questions:**

**1. What are THREE of your favorite resources, places or activities at UC Davis? Why?**

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**2. Please list at least TWO special qualifications relating to this position**

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**3. What about the Telephone Outreach Program interests you?**

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**4. In 2-3 sentences, please explain why you think alumni and parent support is important to UC Davis?**

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**By signing, I proclaim that all the above stated information is true to the best of my knowledge.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_