



## **Outreach Volunteer**

**Organization:** Chester Street Foundation

**Location:** Remote | Flexible Hours

### **About Chester Street Foundation**

Chester Street Foundation is a nonprofit organization committed to equipping professionals with trauma-informed tools and training to better serve children. Through education and collaboration, our mission is to shine a light on the invisible wounds of childhood trauma to promote prevention, recovery, and resilience in children, their families, and the professionals who serve them.

### **Position Overview**

As an Outreach Volunteer, you will help expand the reach and impact of Chester Street Foundation's trauma-informed training programs. This role is ideal for someone passionate about child advocacy, nonprofit work, and relationship-building. You'll gain valuable experience in outreach, development, and program promotion—all while making a meaningful difference in the lives of children and the professionals who support them. This role requires a minimum 12-month commitment with a signed contract.

### **Key Responsibilities**

- Research and identify child-serving organizations that could benefit from trauma-informed training
- Connect with people in your professional network whose teams/organizations would benefit from or are required to take trauma-informed training
- Initiate outreach via email, phone, and other platforms to introduce our programs
- Schedule and participate in introductory meetings with potential partners
- Clearly communicate the value and impact of our training offerings
- Maintain accurate records of outreach efforts and outcomes

- Assist in converting leads into training participants
- Provide regular updates on progress to the team
- Participate in bi-weekly update meetings with Program Operations Manager

### **Qualifications**

- Passion for child welfare, trauma-informed care, or nonprofit service
- Strong verbal and written communication skills
- Self-starter who can work independently and stay organized
- Comfortable reaching out to new contacts and organizations
- Detail-oriented with good follow-through

### **What You'll Gain**

- Flexible, remote volunteer opportunity
- Real-world experience in nonprofit outreach and development
- Skill-building in communication, relationship management, and program advocacy
- A chance to support a powerful mission and make a tangible impact in your community
- The satisfaction in knowing you are potentially helping thousands of children and families heal

## **Prospect Research Volunteer**

**Position Type:** Volunteer

**Reports to:** Program Operations Manager

**Time Commitment:** 3-5 hours per week (flexible/remote)

### **Overview:**

The Prospect Research Volunteer plays a key role in helping Chester Street Foundation identify potential major donors. By gathering and analyzing publicly available information, this volunteer will support our fundraising strategy by assisting in outreach efforts to major donors, foundations, and businesses aligned with our mission. This role requires a minimum 12-month commitment with a signed contract.

### **Key Responsibilities:**

- Conduct online research to identify new prospective major donors
- Gather publicly available data on potential major donors, including giving history, interests, affiliations, and capacity indicators
- Create concise, organized prospect profiles
- Prioritizing prospects based on potential alignment
- Maintain a tracking spreadsheet to record research findings and activity
- Collaborate with and update CSF staff

### **Skills and Qualifications:**

- Internet research and information-gathering skills
- Strong organizational skills and attention to detail
- Ability to synthesize information into clear, actionable insights
- Familiarity with Google Workspace, Excel/Sheets, and basic online databases
- Interest in nonprofit development and philanthropy
- Experience in prospect research
- A passion for CSF's mission

### **Impact:**

This volunteer role directly strengthens our fundraising capacity, allowing Chester Street Foundation to build relationships that fuel our work and expand our reach.

