



Empowering Individuals, Connecting Communities

Fundraising/Event Volunteer Position Description

Addiction Haven's mission is to "change the conversation" surrounding addiction, create recovery ready communities, advocate for public health focused addiction policy, and provide resources for those affected by substance use disorder.

Addiction Haven works with families, adolescents and community stakeholders who have been impacted by substance use in the Phoenix and Tucson metro area. However we are available for the entire state of Arizona. All of our work is person centered, trauma informed, and peer driven to be able to meet others at their level. We employ evidenced based practices such as Motivational Interviewing and Community Reinforcement and Family Training (CRAFT) which have been shown to decrease resistance and increase participation in treatment and support services.

We are looking for volunteers that will help be responsible for logistics ensuring successful workshops and fundraising events. Workshops and leadership events include grant writing, special events planning, meet the media, conversation with grantmakers, and board development.

Position averages 1-2 hours per week non event weeks and 5-6 hours per week during event weeks.

Duties include:

- Assist with maintaining and updating donor database
- Assist with maintaining and updating mailing list
- Active contact into the community, including area businesses, for donations and contributions
- Engage in expanding donor and mailing list databases
- Assist with organizing donor and sponsor related events
- Actively involved in the participation and marketing of events
- Have the ability to develop and nurture key donor relationships
- Able to communicate an effective, concise story about Addiction Haven's mission, goals, and impact

Qualifications:

- Be receptive and open minded about all pathways to recovery
- Demonstrate the highest of professional ethics at all times
- Be a great communicator and listen effectively
- Great written skills
- Highly self motivated
- Ability to multi task, especially in high energy situations
- Excellent time management and ability to honor commitments
- Be comfortable saying "no" when overwhelmed or when too busy

Benefits of position: This is an excellent opportunity for someone who wants to be proactive in creating recovery ready communities and help change the conversation around addiction. Our organization is primarily volunteer led and by committing time to the mission you are actively changing lives and creating a community where addiction is treated as a public health policy instead of a criminal justice one.