Phonathon Caller
Position Description

Phonathon callers assist the office of College Advancement at SUNY Potsdam with securing annual gifts and pledges for The Fund for Potsdam.

Responsibilities include:
$ Build rapport with prospective donors and provide information about SUNY Potsdam
$ Obtain gifts and pledges of monetary support
$ Update prospect information
$ Determine prospect’s preferred method of contact
$ Fill out pledge cards completely and with detail
$ Attend training sessions as needed

Qualifications:
$ Comfortable asking prospects to donate money to SUNY Potsdam, using specific amounts
$ Able to speak clearly and correctly on the telephone
$ Capable of working with many scripts and choosing an applicable script for each call
$ Able to portray a positive energy of the Phonathon and SUNY Potsdam to each prospect