

## Member/Donor Recruiter Profile

CMTC-OVM is a patient organisation operating worldwide in which the patient and their direct environment are placed centrally. The board members and all the volunteers from a variety of countries carry out their highly appreciated work with much drive and a great deal of enjoyment. Together we have already achieved a lot and we can continue to do so. We represent the interests of the patients, who are often children and their direct family and we help them in all sorts of practical ways. Thanks to our organisation, to be able to provide clarity to a patient in terms of his or her condition is something that gives us a wonderful feeling each time. Our international volunteers are pleased to be actively involved in an enthusiastic and professional team.

<b>Subject</b>	<b>Description</b>
Main tasks	<ol style="list-style-type: none"> <li>1. Member recruitment in The Netherlands (and possibly abroad).</li> <li>2. Donor recruitment in The Netherlands (and possibly abroad).</li> </ol>
Authorisations	<ol style="list-style-type: none"> <li>1. Directly approach potential members/donors.</li> <li>2. Take decisions in cooperation with other board members.</li> <li>3. Media contacts in agreement with other board members.</li> </ol>
Responsibilities	<ol style="list-style-type: none"> <li>1. Recruit new members and donors in The Netherlands.</li> <li>2. Represent our organisation in a presentable manner.</li> <li>3. Inform the board on plans and process, actions and results.</li> </ol>
Time required	This is fully determined by the candidate themselves.
Characteristics	<ol style="list-style-type: none"> <li>1. Analytical.</li> <li>2. Organised.</li> <li>3. Empathetic.</li> <li>4. Patient.</li> <li>5. Determined.</li> <li>6. Proactive.</li> <li>7. Sales talent.</li> <li>8. Persuasive.</li> <li>9. Communicative.</li> </ol>
Knowledge and Skills	<ol style="list-style-type: none"> <li>1. Able to convince and motivate people to become a member/donor.</li> <li>2. Able to establish a network of personal contacts.</li> <li>3. MS-Office (Word and limited Excel and Powerpoint).</li> <li>4. E-mail software such as Outlook and/or webmail.</li> <li>5. Dutch language spoken and written, as a first language.</li> <li>6. English language spoken and written.</li> <li>7. Organisation and improvisation.</li> <li>8. ICT is an important tool within our organisation and it is essential that the person who fills this role has wider knowledge and skills of ICT than only the specific items mentioned above.</li> <li>9. Currently working for or has worked for a minimum of 2 years in a commercial business preferably in a sales roles or in a Human Resources role.</li> </ol>
Min. Education Level	Bachelor's degree.
Equipment	<ol style="list-style-type: none"> <li>1. Computer.</li> <li>2. MS-Office (can be provided if not already available).</li> <li>3. Internet access and e-mail.</li> <li>4. Telephone.</li> </ol>
Compensation	<ol style="list-style-type: none"> <li>1. Monthly domestic expense reimbursement (telephone and Internet).</li> <li>2. Daily allowance when travelling for the association.</li> <li>3. Expense reimbursement when travelling for the association.</li> <li>4. Reimbursement of education/workshop costs.</li> </ol>