



Promoting Strong Families
and Strong Communities
Since 1898

Job Description

Job Title: Development/Volunteer Coordinator

Program: N/A

Department: Development & Operations

Exempt Status: Non-Exempt

Job summary:

Provide support for development activities especially related to fund raising campaigns and Points of Entry events. Responsible for all aspects of volunteer management for the agency including recruitment, background checks, matching with a program, training, tracking hours served, recognition and fostering a culture appreciation.

Primary Duties:

- Provide primary support for the donor cultivation and donor loyalty process
- Track of all gifts incoming to agency, managing the donor base to ensure proper donor recognition and retention activities
- Coordinate Agency deposits in conjunction with Accounting
- Ensure that each donor gift is properly recognized and thank you letters sent
- Assist with donor relations including production of "News & Views", Annual Report etc.
- Produce monthly staff newsletter ("Insider")
- Provide event planning expertise and support for all agency as needed
- Assist with planning and implementation of Points Of Entry
- Research new foundation and corporate prospects
- Maintain/update and manage grant information and process to ensure meeting timelines
- Provide administrative coordination for all major fund raising campaigns
- Creatively support the management of the Social Media Marketing thrust of the Guild in conjunction with the Director of Development and Operations Manager (webmaster). This includes the website and Facebook presence, ensuring all information is up to date and purposefully supporting organizational donor 112121cultivation strategies.
- Conduct outreach to inform the public of volunteer and donor opportunities at the Guild.
- Recruit, screen and conduct agency orientation for volunteers as needed for agency programs. Work with program supervisors as needed.
- Match volunteers to appropriate programs
- Manage volunteer database including tracking of hours
- Ensure volunteer efforts are recognized on the program level, assist as needed.
- Participate in agency events and committees
- Assist staff committee chairs to recruit and coordinate volunteers for agency events such as Pictures with Santa and Community Potluck.
- Submit reports as requested
- Attend relevant meetings as required.
- Maintain community relationships to ensure ongoing volunteer and donor base
- Participate in and support Development Committee
- Assist Executive Director in Board support and development as needed
- Perform other job related duties as assigned by the Director of Development to support Development & Operations Team goals.

Conditions:

- Full time: 40 hours per week.
- Some evening, weekend or “non traditional” hours required.
- Driver’s license in good standing required. Some in-town travel required.
- Supervised by Director of Development

Qualifications:

- B.A, or B.S. in Communications, Marketing so some other related field. Previous volunteer management or development experience preferred.
- Graphic design and desk top publishing experience is desirable
- Experience with donor management soft ware preferable
- Valid Ohio driver’s license & insurance. Must pass criminal background and license checks.
- Excellent leadership, relationship development and oral and written communication skills; knowledge of poverty issues. Organization, computer and time management skills a must.
- Self-starter who can work independently and function well in a team.
- Culturally sensitive and competent.