

EBLEN CHARITIES JOB DESCRIPTION

Job Title:	Development and Volunteer Coordinator
FLSA Status:	Hourly
Reports To:	Director of Development and Events
Position Type:	Part Time
Classification:	Regular

POSITION OVERVIEW

The Development and Volunteer Coordinator is responsible for the coordination of Eblen Charities' administrative work for our fundraising activities, and the coordination and support of our volunteer program. This person will help formalize our volunteer recruitment, training, and support program; including helping to recruit and train new volunteers and provide on-going support to the volunteers who help in our office and events. This person will also provide administrative support for our fundraising activities, including maintaining our database, assisting with donor mailings, generating thank you letters and fundraising results reports.

RESPONSIBILITIES AND DUTIES:

1. Support and develop the volunteer program of Eblen Charities. This includes recruitment of new volunteers, providing training for new and current volunteers, maintaining communication with volunteers, Scheduling volunteers for daily events, and coordinating groups for larger events. Track volunteer hours in our database (DonorPerfect).
2. Provide administrative support for the Fundraising arm of our organization. This includes data entry, assisting with mailings, providing reporting on fundraising results and ensuring that donors are thanked appropriately and in a timely fashion.
3. Maintain the donor database (DonorPerfect), and act as the resident expert on this program.
4. Assists with event logistics as needed.
5. Other duties and responsibilities as assigned by the Development and Events Director, and/or Executive Director.

EDUCATION REQUIREMENTS

High School Degree or equivalent. One or more years of experience working with or volunteering with a nonprofit organization. Strong computer skills, including the Microsoft Word suite (Word, Outlook, Excel). Experience with databases.

EXPERIENCE AND QUALIFICATIONS

- Excellent communication skills, and effective communication with diverse people.
- Experience with a donor database is a bonus.
- Excellent organizational and team coordination abilities