



MANAGER OF VOLUNTEER & CHURCH RELATIONS

Location: Pasadena

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Hours: 40 hours/week; occasional overtime, evenings and weekends especially during the holidays, as needed

The Manager of Volunteer & Church Relations plays an integral role on the Development Team, overseeing Door of Hope's church partnerships and entire volunteer program. The Manager of Volunteer & Church Relations reports to and works closely with the Executive Director, cultivating strong community relationships with Door of Hope's strategic fundraising plan in mind. The incumbent should be a relational, ministry-minded person with a heart for seeing lives changed—the lives our families experiencing homelessness, but also the lives of those who give of their time and resources to them.

Responsibilities

- Coordinate all volunteer projects:
 - Act as primary point of contact for volunteers
 - Act as liaison between programs/facility staff and volunteer groups
 - Manage all logistical and administrative details of volunteer projects
- Cultivating volunteers as donors:
 - Maintain Salesforce records on all volunteers
 - Follow up with and thank volunteers
 - Keep volunteers engaged through other cultivation events and contacts
 - Cultivate new, strategic volunteer opportunities with community groups that have giving potential
- Manage church partnerships:
 - Identify and cultivate new church partnerships
 - Deepen relationships with existing church partners
 - Speak as needed at various church events
- General Development Team duties:
 - Assist with PR & Marketing efforts as needed
 - Assist with donor and cultivation events as needed
 - Assist with in-kind donations as needed
 - Represent Door of Hope at community events as needed
- Perform any other task necessary to support the mission of Door of Hope

Qualifications

- Commitment to the mission of Door of Hope and a desire to live out Christian faith through service
- Bachelor's Degree or equivalent experience
- 2-3 years of non-profit development experience, strongly preferred
- Excellent written and verbal communication skills, as well as ability to passionately and clearly communicate to audiences of all sizes
- Excellent people skills, creativity, and problem-solving skills
- Exceptionally well-organized and detail-oriented
- Computer Skills: full fluency in MS Excel, Word, and PowerPoint; experience with Salesforce or donor databases is a plus; experience with InDesign and/or Photoshop is a plus; ability to learn is a must
- Other desired skills and experience: non-profit volunteer coordinating, event planning, social media and internet communication skills, design skills