



VOLUNTEER COORDINATOR

Part-time (25 hours/week), Non-exempt

The Volunteer Coordinator supports the Development Team through coordinating volunteer opportunities and in-kind donations, *seeking opportunities to build and foster volunteer and donor relationships*. The Volunteer Coordinator is a savvy communicator with a customer-centered approach. You will work collaboratively with internal teams and outside vendors. You will become the face of Door of Hope with in-kind donors and volunteers. You will manage the in-kind needs and drop off and assist with volunteer scheduling and communications.

Responsibilities

- Primary liaison between Development, Program and Facilities departments for volunteer opportunities; work with staff to identify volunteer opportunities; coordinate volunteer education, scheduling, and thank you letters/calls/emails
- Point of contact for in-kind donors and volunteers; manage email inboxes daily, answer phone inquiries and execute requests
- Consistently and promptly provide in-kind donation receipts and thank you letters
- Maintain volunteer schedule/calendar
- Coordinate crowdfunding opportunities and assist with digital fundraising efforts across multiple platforms
- Monitor website and social media pages; keeping in-kind donation and volunteer opportunities up to date
- Update donation pages and auto-generated responses for special appeals
- Perform any other task necessary to support the mission of Door of Hope

Qualifications

- Demonstrate Door of Hope's Core Values: Christ-centered, Holistic, Empowering, Relational
- 1-2 years experience supporting a development/marketing/fundraising team, strongly preferred
- 1-2 years experience in an administrative role, preferred
- Experience in a donor support role that includes direct donor contact (phone, email, in person)
- Proficiency in GSuite (Docs, Sheets, Drive, etc)
- Working knowledge of Salesforce or other donor databases
- Self-motivated, takes initiative, able to think on their feet, excels in a fast-paced environment
- Ability to work effectively on team-oriented and independent projects
- Capacity to evaluate and manage constantly shifting priorities

To apply, email your resume and brief cover letter to jobs@doorofhope.us. In your cover letter, explain 1) your understanding of Door of Hope's mission and our faith-based nature and 2) a 280-character response, social media style, telling us why YOU are perfect for this role!