



Job Title:	Volunteer and Donations Coordinator	Work Hours	Regular Hours, Monday–Friday 9 am – 4 pm Plus occasional evenings and Weekends	
Organization:	Habitat for Humanity	Position Type	Full-Time	Exempt: YES

Summary

Reporting to the Executive Director, the position is a collaborative supporter and member of the Construction & Repair teams, and Executive Director to provide integrated development and volunteer support services, with the objective to support the mission of Habitat for Humanity. Your goal is to help serve more families by building an ever-increasing network for volunteer and donor support to the organization through volunteer recruitment, training and volunteer orientation, project planning, implementation and supervision of volunteer activities; and solicitation and acquisition of sponsorships and in-kind donations to the organization. In addition to the daily maintenance of the volunteer program, this position represents the agency at external events and builds relationships in the community and with volunteers and corporate partners, while soliciting and engaging donors through an annual communication plan and regular donor appeals.

JOB DESCRIPTION ESSENTIAL DUTIES AND RESPONSIBILITIES

VOLUNTEER MANAGEMENT (60% OF TIME REQUIREMENT)

- Recruit and coordinate hundreds of volunteers for each of our 4 new home builds and 25 repair projects annually
- Serve as first point of contact for all volunteers for the entire organization
- Provide staff support/partnership monthly to Board’s Volunteer Coordinating Committee
- Works with volunteers individually and in small groups. Assesses experience, skills and limitations of volunteers to successfully engage them in meaningful volunteer service.
- Orients, trains, coaches, motivates, measures and evaluates, and recognizes volunteers in accordance with organizational policies, procedures and programs.
- Conducts annual Crew Leader Volunteer Orientation sessions and develops volunteer training tools and curriculums as needed in partnership with construction, including education around the issues of safety, construction, first aid and other relevant topics.
- Acts as liaison between the agency and the community, including but not limited to: 1) speaking to community and corporate groups to present on the agency history, needs and volunteer opportunities and 2) volunteers and the agency to ensure that staff are prepared for arrival of volunteer groups and that all necessary tools, resources and materials are readily available and that all staff understand details and expectations.
- Ensures that volunteer registration at all build/repair sites are established, check-in procedures are followed and records of volunteer hours are maintained according to established procedures.
- Plans and implements formal and informal volunteer recognition activities to recognize the contribution of volunteers to the organization, including an annual volunteer awards dinner.
- Maintains and updates volunteer database, volunteer calendar, regular sign up links, and arranging schedules for different stations where volunteers
- Organizes and monitors Hospitality for all volunteer projects engaging partners (restaurants, caterers, businesses, etc.).
- Completes monthly reporting summaries of volunteer hours and project statuses.



FUNDRAISING (30% OF TIME REQUIREMENT)

- Create a sound annual appeal fundraising plan and manage its successful implementation.
- Identify, cultivate, solicit, and steward build shift sponsorships to fund the construction and repair schedule including developing church relationships, sponsor relationships for theme builds such as Women Build and Apostle Build with a goal to fund 4 homes and 25 Home Repairs. Home funding plans are to be secured 18 months in advance at a minimum.
- Partner with the Executive Director and the Board's Fundraising Committee by recruiting strong members, providing opportunities for their greater involvement, and supporting the committee in obtaining the affiliate's fundraising goal.
- Directs and administers all aspects of annual fund giving to include: face-to-face and phone solicitation, direct mail fundraising, online fundraising, donor database maintenance and appeal segmentation, donor acknowledgement and stewardship, gift processing and financial reporting to broaden donor base, upgrade the average size of donation, and increase donor retention.
- Work with staff to engage donors in our daily activities to create memorable experiences (Raise the Wall, Family Visits, Dedications).
- Develop and manage expense budget for annual appeal/fundraising program.
- Provide back office support for annual Signature Event Fundraiser – goal to fully fund a home in the following year.

PROVIDE ONE ON ONE COUNSELING/COACHING (10% OF TIME REQUIREMENT)

- Teach clients about the value of the FOC integrated services and engage the client in a long-term relationship.
- Assist clients in resolving current financial situations, while providing a wide lens on their financial health, and employment goals to shift the approach to proactive financial and career management:
 1. Work with clients to complete a very detailed financial assessment, budget, credit score, and provide strategies for credit building.
 2. Document the client's balance sheet and provide strategies for increasing net worth.
- Outcome tracking—track the stories and successes of program participants using Salesforce, a client management system in a timely manner, including reporting to program funders and other key stakeholders. Effectively utilize data and outcomes to drive program decisions and design.

QUALIFICATIONS

- A bachelor's degree from a four year accredited institution or similar related experience/certification.
- Strong communication skills, written, oral, presentation.
- Previous volunteer and fundraising experience, particularly in a non-profit setting.
- Ability to work independently with an entrepreneurial spirit, representing Habitat and to make on-the-spot decisions.
- Program development and management previous experience, budgeting and cost management, preferred in a non-profit organization.
- Interpersonal, translation, and interpretations skills.
- Grant writing and management skills a plus.

LICENSES AND CERTIFICATIONS

- Valid driver's license



PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations must be made to enable individuals with disabilities to perform the essential functions.

Work will require light lifting up to 50 lbs, carrying weight up to 20 feet. Requires walking and standing to a significant degree.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is primarily performed indoors (70%) and outdoors (30%) and is not protected from external weather conditions. Some exposure to noise, dust, grease, smoke, fumes, noxious odors, gases and all types of weather and temperature conditions.

Reviewed By:	Exec, HR	Date:	2/26/2021
Approved By:	WM	Date:	2/26/2021
Last Updated By:	WM	Date/Time:	2/26/2021