

JEWISH FAMILY & CHILD SERVICE

JOB DESCRIPTION

Job Title: Volunteer Coordinator/Development Administrative Assistant (1.0 FTE)

Program/Department: Development

Supervisor: Deputy Director

Date Prepared/Updated: 03/07/2019

The purpose of this position is to: Coordinate, implement and improve the Volunteer Program including completion of related clerical functions in accordance with the mission and values of JFCS.

Assist in implementing the day-to-day tasks of the Development Department at JFCS which includes marketing, communications and appropriate donation related tasks, in alignment with the development plan, ensuring accuracy and effectiveness.

Qualifications, skills and experience:

- Bachelor's degree plus 2 years direct relevant experience in a development position with a community based non-profit organization. May substitute 2 years' direct development experience for appropriate professional development training.
- Experience with event coordination, communications, volunteer recruitment
- Experience with or ability to learn Donor Perfect database within 30 days
- Proficiency with key Microsoft Office software (Word, Excel, PowerPoint)
- Good communication skills (written and verbal): ability to interact effectively with community leaders, board members, corporate managers, prospects, donors and a variety of volunteers
- Ability to multi-task and maintain accuracy
- Ability to build strong community partnerships with individuals and community agencies and synagogues.
- Strong written and oral presentation skills with some experience running training events.
- Ability to recruit, process and orient new volunteers and track and report volunteer activities.
- Demonstrates cultural sensitivity and respect for diversity in the workplace and community.

Job Responsibilities:

1) Development:

- i) Assist with logistics of development campaigns and work with agency staff as needed
- ii) Maintain a timely and accurate record of donors and their gifts within Donor Perfect (data entry, thank you letter, etc.)
- iii) Maintain agency mailing list through Donor Perfect and Constant Contact
- iv) Serve as a contact person for development/ fundraising inquiries
- v) Assist with fundraising events

2) Volunteer Program

- a) Coordinate the agency Volunteer program with a focus on recruitment, training and recognition. This includes:
 - i) Development of opportunities for volunteer engagement with JFCS that are consistent with the agency's strategic plan and vision for volunteer outreach.

- ii) Maintaining database of all current volunteers, ensuring their verification status and training remains up to date. It also includes tracking volunteer service hours, volunteer/client/agency satisfaction and other reporting requirements.
- iii) Develop volunteer appreciation and recognition programs and events to increase volunteer satisfaction and continued long term involvement with the agency.
- iv) Organize, staff and coordinate volunteer events including management of volunteers on-site. In concert with Development Department participate in planning, budgeting, marketing and event evaluation and reporting.

3) Other duties as assigned.

7. Working Conditions:

- Most work is conducted in an office environment with moderate to extensive phone use
- Extensive use of computer, video terminal, and keyboarding; use of hands for repetitive grasping, pushing and pulling, fine manipulation
- Work is typically conducted while sitting
- Will occasionally bend, squat, climb walk, drive, and/or use public transportation
- Work is light in nature, lifting maximum of 30 lbs.
- Frequent lifting and/or carrying of objects weighing up to 20 lbs.