



Job Description: Volunteer and Development Coordinator

Reports to: HFHBC Executive Director

Primary Role: This rewarding role is responsible for all aspects of the Volunteer program as well as increasing the fundraising capacity of Habitat for Humanity of Boone County. The coordinator will be responsible for building relationships in the community including individuals, businesses, churches, organizations, and foundations. This person must have an understanding of the HFHBC mission, history, values and goals of our Christian organization and be able to communicate this information to diverse groups of potential donors and volunteers.

Hours: Full time. Hours are varied and flexible. Some weekends and evenings required. Outside meetings and presentations are frequently required.

Responsibilities:

- Responds to all individual volunteer inquiries
- Actively solicits, engages, and maintains new volunteers
- Schedule volunteers to meet the volunteer needs of HFHBC/ReStore
- Meet with HFHBC/ReStore staff regularly to schedule volunteers
- Coordinate the scheduling of groups and skilled volunteers
- Maintain volunteer data base and keep records of activities, hours, and teams
- Continue volunteer appreciation program
- Arrange for lunch for volunteers on HFHBC/ReStore sites
- Ensure volunteers waivers are signed
- Organize and work with build committees (Women Build and Community Build)
- Manages Social Media posts for HFHBC and ReStore
- Develop and/or revise volunteer orientation and training materials
- Recruit, train, and support key volunteers to assist with development efforts



- Help coordinate the logistics for House Blessings, Wall Builds, and other build related events
- Plans, manages, and implements annual fundraising activities with the volunteer committee
- Build relationships with current donors and prospects and makes personal visits to nurture relationships
- Identify, write, and monitor grant requests
- Assist with follow-up calling, mailings and related activities to building strong donor relationships
- Help with donor mailings
- Oversee/assist all admin tasks associated with fundraising, including acquisition, solicitation, stewardship and monitoring all donor data and relationships.
- Prepare regular reports that evaluate fundraising efforts
- Comfortable leading groups of volunteers and guiding them through on-site work, events, etc.

Requirements:

- Exceptional organization, communication, and interpersonal skills
- Bachelor's Degree or equivalent work experience in fundraising, marketing, and public relations
- Enthusiasm, teamwork focused and strong customer service orientation
- Good supervisory skills

Send resumes to info@boonehabitat.org