



Job Description

Development and Community Relations

Department: Development and Community Relations
Position Title: Assistant Volunteer and Donation Drives Coordinator
Employee Name: _____

JOB SUMMARY

The Assistant Volunteer and Donation Drives Coordinator provides support for the functions of Hope Ministries and its subsidiaries in accordance with the intent and directives found in its Articles of Incorporation, Bylaws, Statement of Faith and Mission Statement.

The scope of responsibilities includes providing support to the development and community relations functions of Hope Ministries including coordination and support of donor, volunteer and community relations and development programs in the various facilities.

RESPONSIBILITIES

- Carry out other duties as assigned including:
- Carry out activities as directed relating to donor and community relations including: Correspondence (letters, receipts, envelopes, etc.), as required by Hope Ministries' donor procedures for operations funding and special campaigns, special events & projects, public speaking, leading community awareness tours, meeting groups & tours, chapel leaders & church ambassadors, M25 volunteer network, mission and volunteer fairs, church relations, donor thank you calls
- Provide targeted administrative support as requested.
 - Manage volunteer files - Donor correspondence
 - In-kind gift data entry coordinator
 - Gift batching and printing
- Participate in donor thank you calls and donor cultivation activities as assigned
- Provide reports to the Chief Development Officer as requested.
- Provide support activities related to the maintenance of Hope Ministries' computerized donor management system.
- Assist the Chief Development Officer in communicating the purpose, vision and objectives of the ministry to staff, volunteers, clients, donors, other service providers, and the community at large.
- Work in a spirit of cooperation and mutual assistance with all other staff members of Hope Ministries and its subsidiaries.
- Participate in the department's ongoing long-range strategic planning process.
- Participate in the spiritual growth and Christian instruction of those whom Hope Ministries serves. This can include (but is not restricted to) personal mentoring, the sharing of Scripture and Biblical encouragement, and praying with program participants. This may be in a structured setting (i.e., a classroom or chapel), or unstructured, with individual clients as the need arises.
- Maintain professional status and current knowledge in the resource development, community and public relations fields.

QUALIFICATIONS

- Spiritual Qualifications: Must have a lifestyle that demonstrates moral and ethical adherence to the teachings of the Bible and an expressed desire to minister to those who are poor, needy and homeless. Must agree with Hope Ministries' Mission Statement, Core Values and Statement of Faith.
- Education: High school degree or equivalent. Undergraduate degree preferred.
- General Experience: Experience in a fast-paced office environment preferred
- Specific Experience: Demonstrated proficiency with Microsoft Office and relational database applications.

Reports to: The Chief Development Officer

Salaried/Exempt __

Hourly/Non-exempt __X__

Work Schedule: 40 hours week

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____