



Educational Programs Inspiring Communities, Inc

707 Lehman Street

Houston, Texas 77018

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**Development and Volunteer Coordinator
Job Description**

Summary of Position

The **Development and Volunteer Coordinator** position at Educational Programs Inspiring Communities, Inc. (The H.E.A.R.T. Program) will provide logistical and organizational support and oversight, as well as project assistance in H.E.A.R.T.'s areas of: Volunteer Recruitment and Management, Social Media, Gift Cultivation, Solicitation, and Processing, Special Events, and Stewardship, Grants, Board Support and Prospect Research. This position includes oversight and maintenance of key development systems including donor acknowledgment and the donor and volunteer database, records and filing. The position will be part of the organization's development team and as such involved with all development activities within the organization. In addition, the Development and Volunteer Coordinator will support the mission-based activities of The H.E.A.R.T. Program serving special needs adults with intellectual and developmental disabilities.

Supervisory and Reporting Responsibilities

The Development and Volunteer Coordinator is a member of the development team which is led by the Deputy Executive Director and includes the agency's Development Manager. The Development and Volunteer Coordinator formally reports to the Deputy ED with specific duties managed by the Development Manager.

General Responsibilities

- **Volunteers.** Recruits, trains, and coordinates volunteers for work at events such as concessions, special events, and general office and classroom help. Manages volunteers at events. After events, the Development and Volunteer Coordinator will follow up and thank volunteers.
- **Peer-to-Peer Fundraising.** Acts as a leader in motivating our peer-to-peer fundraisers for 3rd party events such as Bike to the Beach. Works with the development team to brainstorm recruitment ideas for cyclists and conducts

weekly strategies to provide motivation and stewardship of participants after they sign up. Also assists with Houston marathon runner cultivation and stewardship.

- **Gift Processing & Development Office Systems.** The organization recently migrated to Little Green Light CRM software, and the Development and Volunteer Coordinator will work with our development team to ensure that this donor database accurately tracks all donations. Prepares regular and accurate reports on development status and works with our donor acknowledgement system for all donations and sponsorships. Enters all gifts into the database. Oversees an effective electronic and paper filing system for all donations, solicitations, grants and proposals.
- **Stewardship.** Ensures all donors are thanked and appreciated including preparing “Thank You” and tax letters in a timely manner. The Development and Volunteer Coordinator should take initiative to implement creative stewardship strategies.
- **Grant and Gift Solicitation.** Depending on experience, this position may include grant writing and gift solicitation.
- **Planning and Research.** Supports a development plan as part of the development team. Conducts research on local and state-wide prospects, individuals, corporations and foundations, to expand H.E.A.R.T. development efforts.
- **Special Events.** The Development and Volunteer Coordinator will provide support and coordination for all special events the agency will be planning, including the annual luncheon, golf tournament, happy hour, and silent auction events. The Development and Volunteer Coordinator will act as a key member of the events team and will be the primary staff person on one or more events (to be determined) in coordination with volunteers and contract event staff.
- **Promotion of HEART.** Represent HEART at local fairs and events as assigned. Promote H.E.A.R.T. at events by setting up a table or giving a presentation.
- **Giving Programs.** Helps execute H.E.A.R.T. giving programs including building prospect lists, campaign materials and communication pieces, manage donor lists and mail outs, and track results. Manage donor cultivation and stewardship events including donor communications, invitations, tracking and assembling donor packets and attending events, Creates and manages donor recognition materials including listings and signage.
- **Capital Campaign.** The organization has plans to embark upon a capital campaign. It is anticipated that the Development and Volunteer Coordinator may be involved as a member of the development team working on the campaign, in conjunction with the Deputy ED and ED.

Other Responsibilities

The Development and Volunteer Coordinator will be involved with writing and posting social media as directed. The Development and Volunteer Coordinator will be directly engaged in the mission of the agency and regularly participate in mission-driven activities, including assisting at concession events, vending runs, warehouse activities, and classroom activities. Due to the nature of this position with events and other activities, frequent evening and weekend work will be required. Other general administrative and development support as needed.

Qualifications

Bachelor's degree required. 1-3 years development and/or volunteer management experience in a non-profit setting preferred. Proficiency in Microsoft Office Suite. Superior written and verbal communication skills and organizational skills. Flexible and self-motivated personality. Must possess compassion for serving adults with intellectual and developmental disabilities. Experience with CRM database software is a plus. Availability for evening and weekend work required.

Key Selection Criteria:

- Superior organization skills and the ability to multi-task.
- The ability to work with and motivate a broad spectrum of people ranging from board members, clients and donor prospects.
- Excellent written skills for correspondence, reports, as well as grant writing and an understanding of the process of donor research, cultivation and solicitation.
- A conviction that fundraising and/or stewardship are essential dimensions of effective organizations.
- Familiarity with people with intellectual and developmental disabilities and a thirst to obtain resources to support these individuals.
- Familiarity with fundraising software and computers. Additionally, a knowledge of word processing, spreadsheet and presentation software.

Ideal Personal Profile:

Excellent verbal, visual and written communication skills

Well-organized, systematic thinker

Disciplined, strong work ethic

Commitment to the mission and values of the organization, a true team player

Detail oriented

Salary: \$35-\$45K DOE – H.E.A.R.T. Program offers a competitive benefits package, including health insurance, vacations, and holidays.

Interested candidates should send a cover letter and resume to Seth Malin, Deputy Executive Director, smalin@heartprogram.org