



## Development & Volunteer Coordinator

Giving Children Hope is a faith-based partner providing sustainable hope through wellness programs and disaster response in collaboration with local and global communities. We do this through the gathering and giving of medical resources, basic needs, and nutritious food.

This role will be an integral part of the development team focused on helping to execute the annual giving plan as well as recruiting and retaining volunteers, including corporate, groups, and individuals with the intent of converting volunteers into donors and organizational ambassadors. This position will be responsible for engaging the community to maintain current relationships and to find and develop new ones, while cultivating support for GCHope's vision.

This position reports to the Development Director and is a full-time non-exempt position.

### Major duties:

- Work with development team to help execute annual giving plan
- Track and report annual fundraising progress and effectiveness of past campaigns
- Promptly enter contributions and process acknowledgement letters
- Run reports and generate donor lists for prospect identification and annual solicitations
- Assists in conducting database clean up on regular basis ensuring database is up-to-date with changes provided by returned mail
- Engage the public in our mission by attending and speaking at events
- Ensure Giving Children Hope has enough volunteers to fully support staff and program
- Research and seek out new, potential partnerships to support our mission and goals
- Execute development strategy to convert volunteers to donors and organizational ambassadors by cultivating donor and volunteer relationships.
- Recruit volunteers including group, individual, skills-based and interns
- Update and maintain the volunteer schedule based on varying program needs, working closely with program staff
- Maintain the volunteer database identifying areas for streamlining and growth
- Track, report and evaluate volunteer statistics
- Help to identify and foster new partnerships which extend beyond volunteering
- Lead volunteer orientations and give tours to prospective partners
- Continually improve the Giving Children Hope volunteer experience and volunteer program
- Solicit feedback from volunteers through formal and informal channels



- Lead and coordinate key volunteer events such as Christmas wrapping parties
- Develop, enhance and update volunteer materials as needed
- Assist in fundraising activities of the development department and provide administrative support as needed.

**Requirements:**

- Strong organizational and written/verbal communication skills
- Detail oriented
- Strong interpersonal and public speaking skills
- Ability to work independently and in a variety of settings, as well as collaborating with a diverse staff
- Knowledge of Microsoft Office and Google Drive.
- Bachelor's degree preferred.

**Salary Range:**

\$35,000-\$40,000 DOE

To apply please send a cover letter and resume to [jobs@gchope.org](mailto:jobs@gchope.org) with the subject line "Development & Volunteer Coordinator." No phone calls, please.