Job Title: Development and Volunteer Coordinator
Department: Development
Reports To: Assistant Director - Loveland
FLSA: Hourly / Non-Exempt ($17hr DOE)

Organization
Founded in 1961, House of Neighborly Service assists and advocates for people challenged by the effects of poverty or situational crisis by providing basic need services.

Overview
The Development and Volunteer Coordinator position will be a critical member of House of Neighborly Service’s Development team and reports directly to the Assistant Director - Loveland and the Executive Director.

Development: This position will play an integral role in bringing awareness to HNS through digital and social media platforms, helping to execute special events, and the cultivation of donors. To support this work, the Development and Volunteer Coordinator will work closely with the Executive Director, Assistant Directors (Loveland and Berthoud) and the Development team. (80%)

Volunteer: This position provides placement, integration, and training of potential and current volunteers for HNS. This position works with program managers and Development. (20%)

Responsibilities
Specific duties include but are not limited to:

Development:
- Collaborate with the Development team to plan content marketing strategy for social media, digital e-news, printed mailings, events, etc.
- Creation and execution of social media (FB, IG, LinkedIn) and digital e-news.
- Keep email database current from website signups and unsubscribes.
- Work with fundraising database and tracking systems (DonorView, Colorado Gives, etc.).
- Assist with planning, logistics, and execution of special events including fundraising and community awareness events.
- Work with the Assistant Director and program staff to develop and provide branded marketing materials as needed; including name badges and business cards.
- Represent HNS at events as assigned.
- Provide Life Center tours as needed.
- Field phone calls and emails from donors and potential prospects and direct as needed.

Volunteer Coordination:
- Screen potential volunteers for program placement.
- Develop and execute volunteer trainings, policies, and practices.
- Maintain current volunteer lists and hours (in coordination with managers).
- Coordinate special event volunteers and workplace group volunteers in conjunction with fundraising and community awareness events.
- Cultivate volunteer engagement with the overall mission of HNS.
- Assist with other duties as assigned.

EQUAL EMPLOYMENT OPPORTUNITY
House of Neighborly Service (HNS) is dedicated to the principles of equal employment opportunity to all individuals based on job related qualifications and ability to perform a job, without regard to race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, physical or mental ability, veteran status, military obligations, marital status, genetic information, or any other applicable status protected by state or local law. In addition HNS will provide reasonable accommodations for qualified individuals when appropriate.
Requirements:
- Strong organizational and project management skills; ability to efficiently manage multiple tasks under tight deadlines, flexibility and ability to adapt to changing needs.
- Proficiency with Microsoft Office Suite (Word, Power-Point, and Excel), Canva, and other software used to produce reports and correspondence for stakeholders.
- Social media experience and proficiency.
- Creative design and marketing experience.
- Strong written communication and editing skills.
- Ability to identify and form new partnerships with community groups and businesses.
- Must be able to work occasional special events as needed, and additional hours during peak time as required.
- Experience in planning, executing, measuring, and reporting on fundraising campaigns.
- Public speaking skills.

Culture
- Approach daily tasks, projects, and follow-up communication with energy and thoroughness.
- Show respect and appreciation for others, including HNS and Life Center clients and partners.
- Arrive to work and meetings 10 minutes early.

Servant Leadership
- Genuine interest and action in helping others.
- Genuinely and consistently treat co-workers, donors, and Life Center partners like they are the most important person including eye contact, a smile and a genuine “Thank you”.

Teach-ability
- Consistent eagerness to learn, listen, apply knowledge and accept feedback.
- Strong initiative and vision for continuous improvement while contributing to a positive team atmosphere.

Dress Code
- Meets HNS dress and grooming expectation in support of professional, clean and welcoming environments for donors, volunteers, and co-workers.

Efficiency
- Demonstrate pride and ownership of their work while meeting expected deadlines.

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