



## **JOB POSTING: Volunteer and Development Coordinator**

The Volunteer and Development Coordinator will maintain and recruit a diverse volunteer team that supports critical work of the organization, including meal coverage, direct service support with youth and young adults experiencing homelessness and administrative support. The Volunteer and Development Coordinator also supports fundraising efforts through grants and donor cultivation. This position requires working some nights, early mornings and occasional weekend hours.

### **Essential Duties and Responsibilities**

#### **Volunteer Coordination**

- Communicate with current and prospective volunteers.
- Recruit, screen and onboard volunteers to support the mission and work of New Horizons.
- Collaborate with direct service staff to assist with appropriately matching volunteers to direct service opportunities.
- Maintain ongoing meal coverage through regularly scheduled volunteer food groups at breakfast, lunch and dinner and facilitate back-up coverage when food groups are absent.
- In collaboration with the Director of Development, create a volunteer recruitment plan that establishes additional community presence to proactively seek new volunteers. Cultivate volunteers through outreach opportunities, including participation in events off-site.
- Manage corporate volunteer work groups for New Horizons opportunities, creating and managing appropriate projects.
- Coordinate the volunteer application process, including background checks.
- Maintain up-to-date volunteer records, policies and procedures. Collect, report and evaluate agency-wide volunteer metrics.
- Plan and execute volunteer appreciation events and/or initiatives.

#### **Development Coordination**

- Grow and maintain portfolio of donors cultivated through volunteer opportunities. Engage in solicitation during Development Team campaigns.
- Solicit in-kind donations according to needs of direct services. Manage drop-off donations, following up with receipts and thank you letters in a timely manner.
- Other duties as assigned.

#### **Required Qualifications (Knowledge, Skills & Abilities)**

- Minimum two years of experience in communications, marketing, media relations, leading social media tools, writing, project coordination and/or development/fundraising.
- Demonstrated proficiency within the PC environment including Word, Excel, and Outlook

#### **Preferred Qualifications (Knowledge, Skills & Abilities)**

- Bachelor's degree in business or related field
- Strong ability to engage and recruit potential volunteers; experience with volunteer coordination
- Experience working with youth and young adults experiencing homelessness or similar populations

- Ability to plan and prepare a meal for 20-50 people for lunch and dinner, as well as the ability to coach volunteers on meal preparation
- Demonstrated initiative and flexibility

**Wage:** \$20-22 per hour, plus benefits

**Benefits Include:**

- 25 Paid Time Off (PTO) days
- Five (5) paid holidays each year
- Employer-paid medical, dental and life insurance for employee-only plans
- Access to a 403(b)-retirement plan with a 2% employer match
- Two (2) Employee Assistance Programs

**To Apply:** Please submit a cover letter and resume to [careers@nhmin.org](mailto:careers@nhmin.org).

New Horizons is an equal opportunity employer and qualified applicants from all cultures and communities are encouraged to apply, especially people of color, members of the LGBTQIA+ community and people with lived experience.

Visit [nhmin.org](http://nhmin.org) for more information.