



Donor Management Coordinator (Operations Team)

The Donor Management Coordinator is responsible for developing and implementing strategies to cultivate and maintain relationships with donors, ensuring their continued support and engagement with the organization. This role involves managing donor communications and overseeing donor recognition programs. Additionally, this role will assist in planning bi-annual fundraising events.

Responsibilities:

- **Donor Cultivation and Stewardship:**
 - Develop and implement donor cultivation strategies to build and maintain strong relationships with current and prospective donors.
 - Conduct quarterly outreach to donors through personalized communications, including emails and mailings.
 - Manage a portfolio of major donors, ensuring timely and meaningful engagement.
- **Donor Communications:**
 - Distribute donor newsletters, impact reports, and other communications to keep donors informed and engaged.
 - Ensure consistent and accurate messaging across all donor communications.
 - Maintain accurate donor records in the organization's database.
- **Donor Recognition:**
 - Develop and implement donor recognition programs to acknowledge and thank donors for their contributions.
 - Coordinate the production and distribution of donor recognition materials, such as plaques, certificates, and thank-you letters.
- **Fundraising and Events:**
 - Plan and execute fundraising events, including donor appreciation events, galas, and campaigns.
 - Track and analyze the effectiveness of fundraising initiatives and adjust strategies as needed.

Requirement/Skills

- Bachelor's degree (college students are welcome to apply)
- Strong interpersonal and communication skills, with the ability to build and maintain relationships with donors.
- Excellent organizational and project management skills.
- Ability to work independently and as part of a team.
- Experience with Microsoft Excel and Word
- Passion for the mission and values of the organization



Volunteer Coordinator (Operations Team)

In this role, you will develop and manage internal volunteer programs. This includes identifying and creating community engagement opportunities twice a year, recruiting and onboarding team members and student volunteers, and tracking participation to measure the impact on both the organization and the community. This role and its responsibilities will gradually expand with the main objective of ensuring internal volunteer opportunities for the organization.

Responsibilities:

- **Recruitment & Onboarding**
 - Develop and implement strategies to recruit volunteers for various projects and events.
 - Organize and conduct orientation sessions for new volunteers, ensuring they understand their roles and responsibilities.
- **Training & Support Donor Communications:**
 - Create training materials and provide ongoing training to volunteers to ensure they are well-prepared for their tasks.
 - Offer guidance and support to volunteers throughout their engagement, addressing any questions or concerns.
- **Volunteer Management:**
 - Maintain a comprehensive database to track volunteer information, hours, and contributions.
 - Schedule and coordinate volunteer shifts, ensuring adequate staffing for events and initiatives.
- **Communication & Engagement:**
 - Foster a positive and inclusive environment for volunteers by maintaining open lines of communication.
 - Recognize and celebrate volunteer contributions through appreciation events and recognition programs.
- **Reporting & Evaluations:**
 - Prepare regular reports on volunteer activities, engagement levels, and program outcomes for organizational leadership.
 - Assess the effectiveness of volunteer programs and provide recommendations for enhancements.

Requirement/Skills

- Bachelor's degree (college students are welcome to apply)
- Strong interpersonal and communication skills, with the ability to build and maintain relationships with donors
- Excellent organizational and project management skills
- Ability to work independently and as part of a team
- Experience with Microsoft Excel and Word
- Passion for the mission and values of the organization