



Event and Volunteer Coordinator

The Event Sponsorship and Volunteer Coordinator should be a committed Christ-follower. She/he promotes the ministry in the community, building relationships with other individuals, businesses hospitals/physicians, volunteers, and donors. The coordinator spearheads carrying out the fundraising plan and reports to the Executive Director. This position is a liaison between volunteers and our ministry and will seek out volunteers for events as well as ministry opportunities.

Qualifications:

- a. Be a committed Christian
- b. Be a High School graduate
- c. Have at least one year experience in leading a team, i.e. youth camp, special project, etc.
- d. Have the potential necessary for professional growth and development.
- e. Be able to work as a team member.
- f. Have strong computer skills and knowledge.
- g. Demonstrate maturity, integrity, and sound judgment.
- h. Shall not be the perpetrator in a substantiated report of neglect or abuse nor have a criminal record.
- i. Be able to maintain confidentiality in all ministry issues.
- j. Have a good phone and visitor presence.

ESSENTIAL JOB FUNCTIONS:

1. Coordinates fund-raising and friend-raising efforts among the board, staff and community.

Fund-raising efforts include annual campaigns, (Banquet, Lifecycle, and Golf Tournament) and special events.

Friend-raising involves communication to elicit volunteers for special events and opportunities to help fulfill our mission.

2. Builds relationships with churches, community groups, businesses, and individuals to support fundraising events.

3. Prepares and disseminates information about the ministry's events and fund-raising opportunities.

4. Handles confidential information related to fundraising donors

5. Leads the effort of creating committees to serve fundraising events, and directly supervises event committees.

Volunteer coordinating:

1. Responsible for recruiting new volunteers through community outreach and free advertising opportunities, i.e. social media.

2. Contact volunteers regarding available opportunities and inform volunteers of upcoming events and ongoing activities.

3. Help to assure coverage is provided for special events and typically attend those events. For large events, help create separate committees.

4. Schedule volunteers to represent the organization at expos, seminars and other community programs

5. Maintain a volunteer database and keep track of individual volunteer activities including their hours of work.

6. Assist staff in writing thank-you notes.

7. Submit update for quarterly newsletters detailing volunteer activities and recognizing certain volunteers

8. Recommend to Executive Director changes that would help the program.

9. Help staff to ensure that the work the volunteers perform is in compliance with ministry standards.

Knowledge/Skills Required/Preferred:

- Knowledgeable of and committed to the mission of Heart of Hope Ministries.
- Established network of donor and volunteer relationships within affiliate's geographical area preferred.
- Persuasive written, verbal, and interpersonal communication skills—including comfortable speaking in large group settings.
- Belief in team approach and proactive in sharing information with others.
- High level of organization, self-starter initiative, attention to detail and follow-through.
- Able to manage confidential information with discretion and tact required.
- Knowledge of legal requirements for nonprofit reporting.