

Volunteer & Fundraising Coordinator

Mission Statement for Rainbow Acres

The Mission of Rainbow Acres is to serve as “a Christian community with heart that empowers persons with developmental disabilities to live to their fullest potential with dignity and purpose.”

Job Title: Volunteer & Fundraising Coordinator

Department: Advancement

Reports to: Director of Advancement

Status: Non-exempt, Full-time

Summary: The Volunteer & Fundraising Coordinator reports to the Director of Advancement. He/she will spend 50% of their time coordinating and managing both the Volunteer Mission Groups Program and the Individual Volunteer Program. In addition, the Volunteer & Fundraising Coordinator will spend approximately 25% of their time on Church Donor Relations and 25% of their time serving as an assistant to the Advancement and the Admissions process. This will include administrative duties in fundraising and admissions for Rainbow Acres. Evidence of strong Christian commitment is desirable. Evidence of strong ethical standards and moral character is essential along with sensitivity to the needs of the Ranchers.

Minimum Professional Requirements:

- High School Diploma (prefer Associates or Bachelor’s degree in Communications, Business, Marketing, or related field) and a minimum of one year of volunteer, fundraising or admissions experience; or equivalent combination
- Excellent verbal and written communication skills
- Good working knowledge of fundraising strategies and practices
- Excellent interpersonal and customer service skills with the ability to effectively interact with and engage with diverse populations
- Strong analytical and problem solving skills
- Demonstrated leadership and project management skills
- Proficient with Microsoft Office Suite and fundraising related software applications including databases
- Ability to meet all clearance requirements including: obtaining a level one fingerprint clearance card, passing a background check, passing a pre-employment physical and drug screen, reference check, verification that the individual is not listed on the Adult Protective Services Registry, and compliance with vaccination requirements.

Professional Responsibilities:**Volunteer Responsibilities: Approximately 50% of time**

1. Coordinate and manage various Volunteer Mission Groups and Individual Volunteers to implement mission projects on campus. Maintain an annual Volunteer Group calendar.
2. Learn the new Bloomerang Volunteer Database section and keep up to date on any changes in the software.
3. Receive and process volunteer applications. Enter volunteer details into the Bloomerang database and document information.
4. Perform application interviews, manage the background checks and fingerprint card clearances for all volunteers
5. Assist in the distribution of volunteer schedules to all appropriate departments.
6. Coordinate volunteer meetings with group leaders and the Director of Buildings & Grounds or the Programs Manager.
7. Coordinate meetings with the volunteer groups and individual volunteers as needed; provide an orientation within the first 24 hours of their stay.
8. Coordinate church and other organization volunteers and individual volunteers with the completion of required forms, cost of participation, donation generation, the timely submission of requested items/documentation. Meet all deadlines required for the volunteers.
9. Coordinate any Ranch housing accommodations for long-term volunteers and groups.
10. Work with the commercial kitchen staff to ensure volunteer groups have food, beverages, etc. as needed.
11. Record and report volunteer work hours for Mission Teams/Volunteer Groups.
12. Promote Rainbow Acres at various Volunteer and Community Fairs with a tabling event. Present to Volunteer Groups in the community to recruit new volunteers.
13. Promote our resident admissions information to Volunteer Groups and inform Director of Admissions of any interested individuals.
14. In charge of all Volunteer inquiries, timely responses, follow up and perform campus tours to prospective Volunteers.

Church Donor Relations: Approximately 25% of time

1. Responsible for maintaining and cultivating existing church donor relationships; update lists in Bloomerang for correct contacts, addresses, emails and phone numbers
2. Reach out by phone and email annually to each church; continue to build donor and volunteer relationships with the churches
3. Handle all inquiries from new churches; mail letters and information packets to churches as needed

Fundraising / Admissions Assistant: Approximately 25% of time

1. Prepare necessary donor and admissions presentation materials for in person and group meetings. Assist in ordering donor and admissions promotional items.
2. Undertake project tasks and administrative details as determined by the Advancement team.
3. Assist with special events and donor tours. May include taking RSVPs, guest list generation, coordinate vendors, set up and participation at campus events.
4. Assist with various administrative support including filing, phone calls, scheduling tours, volunteer inquiries, emails and create / prepare documents as directed.

Other Responsibilities

1. Provide administrative support and assist in providing front office coverage, answer phones, and greet guests as needed.
2. Other duties as assigned

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; have great dexterity of hands and arms; stoop; kneel, and talk and hear. The employee is required to sit for long periods of time. The employee may be required to lift and/or move more than 25 pounds. The employee must be able to navigate the Ranch moving from smooth surfaces to rocky or uneven terrain.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The working environment is generally favorable. Lighting and temperature are adequate, and there are no hazardous or unpleasant conditions caused by noise, dust, etc. Work is generally performed within an office environment, with standard office equipment available.