

**Position Title:**Volunteer & Development Coordinator

**Primary Function:**The Volunteer & Development Coordinator facilitates Safe Harbor’s volunteer program by actively recruiting, interviewing, screening, onboarding, and coordinating both individual an group volunteers to assist with Safe Harbor programs throughout our four-county service area (Greenville, Anderson, Pickens, and Oconee Counties.) The Volunteer & Development Coordinator also provides administrative support for Safe Harbor’s fund development efforts through processing, recording, and acknowledging monetary and in-kind donations.

 This is a full time, salary, exempt position eligible for full benefits.

**Reports To:**Development Manager

**Job Responsibilities:**

*Volunteer Program Coordination (80%)*

* Assist in implementing Safe Harbor’s volunteer goals by facilitating the volunteer program.
* Represent Safe Harbor at speaking engagements and community/tabling events as a primary means of recruiting new volunteers/agency support.
* Cultivate relationships with existing and potential volunteers to build ongoing support and investment in our mission.
* Proactively recruit individual volunteers and groups to support Safe Harbor programs.
* Conduct timely all necessary interviews, screenings, and onboarding for volunteers.
* Maintain volunteer files including contact information, references, background checks, and other required agency documentation.
* Keep detailed records of volunteer hours/activities and complete monthly reports.
* Meet and provide support to individual and group volunteers while onsite at Safe Harbor.
* Maintain regular communication with all current volunteers including a monthly newsletter with agency information and service opportunities and a calendar of volunteer assignments.
* Collaborate with staff on an ongoing basis to stay up to date on agency-wide and programmatic volunteer needs.
* Actively seek opportunities to thank and steward volunteers throughout the year.
* Collaborate with the Development Manager to plan and execute an annual volunteer appreciation event.
* Be accessible as support for volunteers and receive any feedback or concerns they may have with regards to our programs and services.

*Fund Development Administrative Support (20%)*

* Assist in implementing Safe Harbor’s fund development goals through administrative support.
* Maintain attention to detail in data and gift entry in Bloomerang, and ensure that pledges, gifts (monetary and in-kind), and biographic changes are processed accurately and timely.
* Acknowledge and recognize all gifts timely.
* Assume other such duties as assigned by Development Manager.

**Essential Qualifications:**

*Education*

* Bachelor’s degree or a combination of relevant education and/or experience

*Work Experience*

* At least 1 year of community organizing, volunteer direction, or related experience

*Core Skills*

* Excellent written, oral, and interpersonal communication skills
* Strong analytical skills
* Strong time management skills
* Strong attention-to-detail and organization skills especially as it relates to record-keeping and correspondences
* Able to work independently and as part of a team
* High degree of integrity and work ethic
* Ability to relate to and develop rapport with volunteers and community members
* Ability to engage in positive public interaction with the community
* Ability to relate to others in an empathetic, non-judgmental, and supportive manner
* Communicates effectively and appropriately. Speaks in a clear and credible manner, selecting the right tone for the situation and audience
* Listens actively and is socially perceptive
* Adjusts quickly and effectively to changing conditions and demands
* Ability to focus and follow through
* Maintains a calm and professional demeanor to all internal and external partners
* SC drivers license in good standing and/or reliable transportation
* Must be able to travel around the Upstate
* Ability to work flexible hours including some evening and weekend hours

**General Sign-Off:** The employee is expected to adhere to all agency policies and to act as a role model in the adherence to policies. In addition, this employee should enthusiastically support the mission and vision of Safe Harbor to peers, clients and the community.