



## Fellowship Square

**Title:** Volunteer Coordinator

**Job Type:** Full-time

**Department:** Fundraising

**Reports To:** Director of Fundraising

**Salary Range:** \$55,000-\$65,000

**Location:** Reston, Virginia

Come work for an exciting non-profit that is serving the community and making a difference in people's lives! We offer a challenging, but professionally satisfying work environment where you will be part of a team that values creativity, teamwork and results. You will have the support and encouragement to fulfill your professional goals while at the same time improving the lives of older adults who struggle to make ends meet.

Fellowship Square seeks an experienced professional to recruit and manage our important volunteer program while assisting with developing and improving impactful internal and external communications.

### **Summary of Position:**

The primary responsibility of the Volunteer Coordinator is to recruit, manage, and deliver a strong volunteer base that performs life-enriching programs and activities for residents; develop annual recognition for volunteers and community partners; and help track and account for the impact our volunteers have on our residents. The Volunteer Coordinator will assist the Director of Fundraising with communications, marketing, events, and other fundraising initiatives. The coordinator will provide support for website updates, social media posts, and communications regarding volunteer efforts. The Volunteer Coordinator will provide administrative assistance to the Director of Fundraising as needed.

### **Volunteer Program Duties:**

- Manages volunteer programs, which includes recruiting, training, and communicating with individual volunteers and groups.
- Builds relationships with residents and resident groups to encourage volunteer participation among residents.
- Promotes and markets volunteer opportunities via social media, email marketing, and direct marketing.
- Creates and maintains master lists of volunteers (individual and groups) identifying their involvement and developing reports to reflect their impact, such as tracking service hours, categorizing their involvement, and overall interest and effect they have on residents; produces reports as needed.
- Volunteer Coordinator works to highlight and recognize volunteers and community partners in monthly newsletters and social media posts.
- Updates Fellowship Square website with pertinent information related to volunteer and in-kind giving opportunities.

- Develops volunteer orientation curriculum and trains staff on orientation process.
- Works with other team members to oversee volunteer activities, trouble-shoot issues that arise, and create contingency plans as needed.
- Assists in creation and production of collateral materials promoting Fellowship Square volunteer opportunities.
- Recommends policies and procedures that follow best practices; assists in the development of the annual Volunteer Program budget.
- The Volunteer Coordinator will work with Director of Fundraising and Fellowship Square staff to organize and execute yearly appreciation events or activities for volunteers and community partners.
- Volunteer Coordinator will be expected to go to networking events / exhibiting opportunities to promote volunteer opportunities.
- Volunteer Coordinator should develop an annual plan and work with Director of Fundraising to establish annual goals to be achieved.
- Volunteer Coordinator should participate in monthly Fellowship House meetings.
- Volunteer Coordinator will work with Executive Support Manager on Board of Director and committee volunteers
- Volunteer Coordinator will collaborate with the Resident Services team to help identify potential community partners for Fellowship Houses.
- Volunteer Coordinator will be responsible for In Kind contributions, including solicitation, organizing campaigns, tracking, and thanking in kind donors.
- Assists the Director of Fundraising with accomplishing departmental goals.

### **QUALIFICATIONS**

- Bachelor's degree in business, marketing or related area preferred.
- Minimum 2 years volunteer recruitment, volunteer management, marketing, communications, and/or data tracking experience required
- Previous nonprofit experience is preferred
- Fluency in at least one other language preferred
- The ability to travel between Fellowship Square properties and recruitment opportunities is a must.
- This position will require some evening and weekend hours.

### **CORE COMPETENCIES**

- Strong team player with a positive attitude and a strong work ethic with demonstrated leadership skills.
- Strong knowledge, understanding, and experience managing volunteer programs.
- Excellent communication skills, verbal and written, with attention to detail including proofreading/editing, word choice, tone and sentence structure
- Strong working knowledge of all aspects of Microsoft Office Suite
- Strong ability to build reports and maintain databases; present findings while offering ideas and solutions for improvement.
- Ability to follow through on competing projects and meet deadlines.

**Benefits:** Fellowship Square is proud to provide a benefits package that is designed to support your physical, financial, and emotional wellbeing. We offer company paid health insurance, dental and vision coverage, 403(b) with 100% employer match up to 6% after two years of employment, 10 holidays based on regularly scheduled work days, bereavement leave and more.

**To Apply:** Send cover letter and resume to [info@fellowshipsquare.org](mailto:info@fellowshipsquare.org).