



*Helping children and youth in adversity
build coping skills and resilience to create positive futures*

TITLE: Volunteer & Development Coordinator

REPORTS TO: Director of Development

SUMMARY: Rainbow Days is a social service non-profit that creates supportive communities to help children in adversity build coping skills and resilience so they can rise above life's challenges to create promising futures.

The Volunteer & Development Coordinator is under the primary supervision of the Director of Development, and works collaboratively with the Development & Communication Manager and the Director of the Family Connection program on volunteer events and activities. The Volunteer & Development Coordinator position is primarily responsible for volunteer communication and management, volunteer & donor cultivation, volunteer/donor correspondence and data management. This position requires strong organizational skills and inter-personal skills.

CORE DUTIES:

- Cultivate and manage volunteer relationships
- Oversee volunteer event registrations, assignments and communications
- Provide oversight of volunteers at Rainbow Days events
- Enter data into constituency information database on a timely basis
- Conduct ongoing research on donor prospects, including individuals, private corporations and foundations
- Donor acknowledgments and constituent correspondence
- Prepare volunteer and donor reports as requested
- Participate and support the Fund Development Plan
- Assist in the planning and execution of donor campaigns
- Assist with the planning and execution of constituent engagement events

Other Duties:

- Represent Rainbow Days at corporate and community events and fairs, as needed
- Give presentations about Rainbow Days to different corporate and community groups, including United Way presentations

EDUCATION/TRAINING/WORK EXPERIENCE/SKILLS REQUIREMENTS:

- Degree preferred; commensurate experience accepted as determined by the CEO
- Demonstrated organizational skills and attention to detail
- Demonstrated skills in writing correspondence
- Demonstrated skills in handling highly sensitive and confidential information and materials
- Demonstrated knowledge of Windows-based computer systems, Microsoft Office, Adobe Creative Suite, and other design software
- Demonstrated ability and experience working with individuals from diverse cultures, educational and economic backgrounds
- Demonstrate knowledge of community-based social and human service systems
- Ability to work in a team environment

In addition to the above, the Volunteer & Development Coordinator shall demonstrate a commitment to the philosophy and goals of Rainbow Days and a level of energy commensurate with Rainbow Days' expectations

EVALUATED BY: Director of Development

HOURS: Full time (including some evenings and weekends)

TRAVEL: N/A

Interested individuals should remit their resume to Tiffany Beaudine at tiffanyb@rainbowdays.org. No phone calls please.