



Volunteer & Resource Development

Reports to: Director of Advancement

Position: Full-time

Position Summary:

The key function of this position is the development of people: attracting and engaging donors and volunteers to further engagement in Brookstone's mission and work. Building donor engagement and loyalty, particularly with Brookstone's Major Gifts (Partner) program, is of paramount importance in securing the future growth for the school. Equally important to our growth is the building of volunteer engagement and loyalty.

Skills required:

Mission-minded

People skills; networking

Detail-oriented

Excellent written and verbal communication skills

Able to complete complex administrative tasks with minimal supervision

Team player; invites input and fresh ideas

Thorough execution of projects and tasks

Responsibilities include:

- **Oversee communication, cultivation and on-boarding of prospective and current volunteers.**
Brookstone boasts more than 300 volunteers who serve in a wide variety of ways, including lunch buddies, tutoring, classroom helpers and execution of special projects. This role requires a "people person" who is able to quickly grasp names; understand relationship dynamics between volunteers, students, and teachers; and see how to grow the volunteer program by developing volunteers. Additionally, knowing who our volunteers are and what their availability is ensures filling immediate volunteer needs throughout the year (i.e. testing proctors, staff appreciation, Giving Tuesday, etc.).
- **Manage the coordination and organization of the Partner Program (major gifts program).**
The Partner program offers donors the opportunity to have a personal relationship with a student. This role requires knowing our students in order to make an ideal match with the specific donor and seeks opportunities for Partners and students to connect both in-person and through writing.

Additionally, this position coordinates with the Partner Council to ensure stewardship of relationships and invitation of potential partners to the school. The Partner Council meets quarterly to maintain engagement and growth through events and communication.

- Cultivate relationships for corporate engagement. Encourage strategic partnerships and coordinate volunteer opportunities for corporate teams.
- Oversee the development and growth of the Young Professionals. Create opportunities for creative fundraising and volunteer projects that invite new friends to join in our mission.
- Manage guest details for annual fundraiser in coordination with event planner(s).
Liaise between table and corporate sponsors and individual guests regarding event information, gathering contact information and processing internal Brookstone-related collateral. The fundraiser is the most important advancement “event” of the year, averaging 700 guests in attendance.

Execution of fundraiser plans continue after the event as the team processes donations, engages with donors, and coordinates personal touch-points for guests.
- Manage special events related to the volunteer and donor community, including monthly lunch and learns, bi-annual Partner Days, corporate business breakfast and special events in coordination with Advancement Director.
- Actively engage, cultivate, and manage community, church, and media relationships to ensure participation and coverage surrounding programs, special events, public announcements and other projects.
- Work collaboratively to create publications including print pieces, electronic communications, and social media as requested. Perhaps the most important aspect of this is keeping the team informed of what’s happening with volunteers and Partners that could be featured on one of these channels.
- Work collaboratively to facilitate mailings for Advancement team, including but not limited to Partner Program mailings (3- 4x a year), the Print newsletters (3x year) and Planned Giving newsletters (2x year).

Before applying, please [visit our website](#) to be sure you agree with our Mission & Values.

Please send all resumes and cover letters to Suzanne.Wilson@brookstoneschools.org by August 31. The start date for the job is October 1.