



## **Donor Systems and Volunteer Manager**

### **Job Description**

#### **Position Overview**

The Donor Systems and Volunteer Manager will work as an integral part of the development team, and is responsible for the overall integrity of the donor and volunteer database and all donor and volunteer data. In addition, the Donor Systems and Volunteer Manager is responsible for the overall management of the Freedom School Partners (FSP) volunteer program. This includes the recruitment, placement, management, support, appreciation and tracking of volunteers that participate in the Children's Defense Fund Freedom Schools® summer program as well as volunteers that assist with office tasks or special projects.

#### **Primary Responsibilities**

##### ***Donor Systems***

- Enters all gifts, pledges and in-kind gifts into The Raiser's Edge CRM.
- Prepares personalized donor acknowledgements and pledge reminders in a timely manner.
- Interacts with donors and potential donors through telephone calls, correspondence and in person.
- Generates queries, reports and lists.
- Maintains integrity of donor database and ensures data is accurate, consistent and complete.
- Tracks dollars raised and creates monthly reports.
- Works with Finance to ensure reconciliation of monthly and annual fundraising revenue.
- In coordination with the development team, assist in managing FSP's Mobile Cause platform.

##### ***Volunteer Management***

- Provides professional guidance, ownership and oversight of the volunteer program.
- Will assist in creating and managing a volunteer orientation and training process.
- Ensures volunteers receive prompt assistance, support and follow-up, such that volunteers have a positive, engaging experience with FSP throughout the year.
- Creates, manages and support volunteer engagement opportunities for FSP corporate partners.
- Working in synch with programming needs, oversee the recruitment, scheduling, confirmation and reminders for guest readers, which also includes hospitality and feedback.
- Maintains in-house volunteer management software, VolunteerHub.
- Ensures that all volunteers complete the required documentation for safety standards and adhere to FSP policies and procedures.
- Assists in representing FSP at volunteer fairs, recruiting events and community meetings.
- Keep staff informed of volunteer participation on a regular basis.
- Recruit, hire, train and supervise communication interns for summer volunteer support.

##### ***Development Team Admin Support***

- Supports Development events.
- Manages annual partner luncheon.
- Additional staff support, as needed, to benefit the organization and expand its' mission.

#### **Qualifications/Knowledge/Education**

- Bachelor's degree or comparable professional experience
- Working knowledge of The Raiser's Edge Database, proficiency preferred
- Working knowledge of Volunteer Hub or similar data management system preferred
- Detail oriented and highly organized
- Self-motivated and self-directed
- Comfortable working in collaboration with others
- Professional presence and presentation
- Ability to work a flexible, full-time work schedule
- Commitment to CDF Freedom Schools®
- Valid ID and reliable transportation
- Satisfactory drug test and satisfactory background check for criminal and child protective findings



### **Accountability**

Shall be accountable to the Director of Development

### **Compensation, Status and Benefits**

- Competitive Salary (\$42,000-\$47,000)
- Full-Time (40 hrs./wk.; position may include occasional evenings and weekends)
- 10 vacation days earned after 90 days of successful employment (prorated to start of calendar year); additional days earned after 2 years of employment
- 9 paid holidays (defined annually) and 2 floating holidays
- 10 sick or personal leave days per calendar year
- Individual health, life and AD&D insurance coverage through organization's policies, premiums paid in full
- Option to participate in flex benefit plans (FSA and DCA)
- Option to participate in SIMPLE IRA plan, in which FSP matches employee contributions up to 3%
- Option to participate in Dental and Vision insurance (employee paid)

### **About Freedom School Partners**

Freedom School Partners is a nonprofit organization with the mission to promote the long-term success of children by preventing summer learning loss through igniting a passion for reading and inspiring a love of learning.

### **Application Process**

Interested applicants should send resume and cover letter to [admin@freedomschoolpartners.org](mailto:admin@freedomschoolpartners.org) with Donor Systems and Volunteer Manager in the subject line. No phone calls please.