



Houston Area Women's Center

Development and Volunteer Coordinator

Division: Development

Job Status: Full Time

FLSA Status: Non- Exempt

Reports To: Chief Development Officer

Work Model: Hybrid

Amount of Travel Required: up to 50%

POSITION SUMMARY

The Development and Volunteer Coordinator is responsible for overseeing volunteer activities within the organization and for providing administrative support for all Development Department activities. The Development and Volunteer Coordinator will perform administrative duties related to fundraising activities, placing volunteers in different roles based on their qualifications and maintaining accurate volunteer and donor records. This role will support the Development Department in strategic planning to increase the capacity of a growing non-profit organization.

Work Schedule:

Monday- Friday
9 a.m. – 6 p.m.
Evenings & Saturdays, as needed

Tasks

- Fields all external inquiries (phone and email) about volunteering and donating
- Responsible for the coordination and leadership of volunteer programming throughout the agency, including group and individual volunteers
- Serves as liaison with other departments regarding volunteer issues/needs or concerns
- Interacts with and nurtures volunteers to increase volunteer retention
- Tracks all volunteer hours in HAWC's database
- Conducts volunteer background checks and orientation
- Assists the Chief Development Officer with all administrative tasks, including but not limited to calendar, mailings, letters, emails, and logistics.
- Assists with various components of HAWC events and campaigns in collaboration with team members and other agency staff
- Assists with the collection of auction/raffle items for events up to and day of event
- Staff's tables/booths at external/internal gatherings
- Coordinates all department meetings, including compiling agenda items, ensuring meeting room setup, and maintaining and distributing meeting minutes
- Other duties as assigned.

Education: Bachelor's Degree required

Experience: Two years' experience in a supporting administrative role, or within volunteer services or fundraising. Prior experience in non-profit environment preferred

Language: Demonstrated excellence in verbal and written communication

Computer Skills: Intermediate Proficiency in Microsoft Office
Working knowledge of Donor Management software/ CRM preferred

Certificates & Licenses: Texas driver's license with a good driving record; ability to travel to events at off-site locations utilizing personal transportation

Physical Demands

- Although most duties can be accomplished from a seated position with occasional walking and standing, the incumbent may need to squat or bend, reach outward or upward to effectively discharge job duties.
- Job incumbent must be able to lift/carry and/or push/pull up to 40 lbs.
- Job incumbent must be willing to travel to off-site locations of events and meetings

Essential Function Statement

The Houston Area Women's Center has reviewed this job description to ensure that essential functions are included with the tasks. To perform this job successfully, an individual must be able to perform the essential duties satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Our Mission: The Houston Area Women's Center works to end domestic and sexual violence and supports all in building safe and healthy lives through advocacy, counseling, education, shelter, and support services.

EOE Statement: Houston Area Women's Center is an Equal Opportunity Employer - Qualified applicants are considered for employment without regard to age, gender, race, color, creed, religion, sex, national origin, physical or mental disability, veteran status, sexual orientation, gender expression, gender identity or any other illegal grounds

Disclaimer:

This job description is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, tasks, or skills. Additional functions and requirements may be assigned by manager as deemed appropriate. This document does not represent a contract of employment, and the agency reserves the right to change this job description and/or assign tasks for the employee to perform, as the agency may deem appropriate. Should such duties become routine, the description may be revised at any time.

Revised: September 2022

Employee Signature: _____ Date: _____

Link to apply: [Development and Volunteer Coordinator \(paycomonline.net\)](https://paycomonline.net)