

CHRISTIAN BRIGADES

Position Description

Fundraising & Drives Coordinator

Position Title	Fundraising & Drives Coordinator
Location	Virtual
Purpose	Ensure that all volunteers are well trained, have a good experience; while keeping all volunteer data files up to date and organized. Assist volunteers with the drives process.
Key Responsibilities	<ul style="list-style-type: none"> ● Assist volunteers with drive resources and solicitation of donations ● Create/Follow-Up with Volunteer files, requests ● Maintain confidential records and files organized & up-to-date ● Provide surveys and forms for volunteer drive assessments ● Provide high quality of service to volunteers ● Monitor Drives Progress and Volunteer Participation Level ● Attend & coordinate packing parties for CB ● Attend Trips and coordinate drive shipment/distributions
Relationships	<ul style="list-style-type: none"> ● Volunteers ● CB Management Director
Qualifications	<ul style="list-style-type: none"> ● CA Driver's License, must have reliable transportation & laptop ● Experience working with people from diverse backgrounds & ages ● BS/BA, Certification or working towards a degree in any of the following: Nonprofit/Business Management, Public Health, Education, Accounting ● Organized, neat & detail oriented ● Fluent interpersonal skills with a variety of constituents ● Strong verbal & public speaking skills ● Strong written communication ability, especially professional emails ● Ability to lead and inspire volunteers working with CB. ● Excellent computer skills, including database management/researching
Training	<ul style="list-style-type: none"> ● Google Drive & Google Apps, Mail-Merge, HeyMarket ● JotForm-Creating Surveys, Evaluation Tools
Reports to	<ul style="list-style-type: none"> ● CB Management Director
Length of Performance	<ul style="list-style-type: none"> ● 2 year (minimum)
Time Commitment	<ul style="list-style-type: none"> ● 12 hours per week + meetings
Development Opportunities	<ul style="list-style-type: none"> ● Chance to improve/gain knowledge: public speaking, computer programing, nonprofit management, interpersonal relations, leadership empowerment, volunteer engagement, accounting, contract law.
Compensation	<ul style="list-style-type: none"> ● After 1 year on Staff, and serving as an active staff during trip dates – All CB Trips are covered (\$1,750 value/trip)

I understand the responsibilities and qualifications of this position, and agree to fulfill them to the best of my ability.

Print Name

Signature

Date