



Job Description

Department: Development

Position: Volunteer and Outreach Coordinator

Reports to: Director of Development

Summary: The Volunteer and Outreach Coordinator is responsible for recruiting, placing and ensuring volunteers receive exceptional care and support. Through pursuing community outreach opportunities, particularly with area churches, this position also supports the efforts of the development team to acquire new volunteers and donors, build strong and lasting relationships with the community, and assist with raising the revenue needed to support the ministry of the Mission.

Responsibilities:

1. Recruit and work with department staff to train and place volunteers for the Lexington Rescue Mission.
 - a. This position works with all Lexington Rescue Mission staff to stay updated on volunteer needs.
 - b. This position works closely with the all staff to make sure volunteer needs are met.
 - c. Nurture relationships with volunteers at the Mission and ensure they are serving in capacities that are appropriate for their time, interests, gifts, and skills.
 - d. Stay in contact with volunteers to make sure they feel connected to the Mission.
 - e. Pray with and for volunteers regularly. Approach volunteer management as a ministry of connecting people in areas where they can fully serve God.
 - f. Periodically invite volunteers to give financially to the Mission.
 - g. Send hand-written birthday cards, sympathy cards, get well cards, thinking of you cards, etc. to volunteers and donors as needed.
 - h. Send periodic updates to volunteers to keep them engaged with the Mission.
 - i. Observe volunteer appreciation week and determine other ways to appropriately thank volunteers for their service (i.e., appreciation luncheon).
 - j. Capture volunteer and client stories and testimonies to share with donors via social media, e-mail marketing, and personal conversations to demonstrate the impact of their gifts.
 - k. Work with large volunteer groups to determine scope of work. Track all groups and follow-up with all groups with a thank you letter.

- l. Proactively seek speaking engagements to spread awareness of LRM and obtain new volunteers and donors. Increase the visibility of the Mission by attending mission fairs and community events, speaking to church groups, businesses, civic groups, school groups, etc.
 - m. Keep track of all volunteer hours and report them monthly to the Director of Development.
2. Assist with Special Events
 - a. Assist in coordination of special events, including the Walk for Warmth, the Banquet and Silent Auction, and holiday dinners. Responsibilities will include recruiting participants, coordinating volunteers, on-site event management, and thanking sponsors, donors, and volunteers.
3. Manage in-kind gifts.
 - a. Pursue in-kind gifts for needs identified at the Mission.
 - b. Assist donors/businesses/churches who bring in-kind gifts to the Mission.
 - c. Work with Resource Coordinator to determine items needed for the supply closet and work with Development team to promote those.
 - d. Ensure that all in-kind gifts are properly logged, thanked and acknowledged.
4. Other duties as assigned.

Qualifications:

Personal

The Volunteer and Outreach Coordinator will have a strong and growing relationship with Jesus Christ. They will be highly organized, pay close attention to detail, able to manage multiple priorities, and be a quick learner and a strong team player.

Education and Experience

Bachelor's degree is preferred.

Knowledge

Understanding of effective volunteer management and professional ethics.

Skills and Abilities

Computer proficiency and excellent customer service skills.