

Development and Volunteer Coordinator

Jewish Family & Career Services of Atlanta (JF&CS) provides health, career and human services to support and enhance the well-being of individuals and families across all ages, faiths, cultures and lifestyles. Its more than 30 programs serve a variety of populations, including children, teens, parents and older adults.

JF&CS is now seeking a Development and Volunteer Coordinator.

The Development and Volunteer Coordinator is responsible supporting the activities of the development department and volunteer services. The position plays a critical role alongside the Director of Development for the success of the Annual Campaign and in achievement of overall fundraising goals.

The position also supports the Young Professionals of JF&CS initiative including the Tritt Leadership Program.

Major Duties and Responsibilities:

Development:

- Work with Director of Development to implement strategies and techniques to identify prospective new donors to expand and deepen donor support of the Annual Campaign;
- Responsible for solicitor coding in donor database and tracking of volunteer solicitors' prospects;
- Responsible for identifying opportunities to increase employee matching gifts annually and administration for those, United Way and other designated gifts
- Maintain a portfolio of donors and/or donor prospects to cultivate and steward annually.
- Responsible for managing the "Take 5ers" as well as other solicitors as needed and being their liaison with the agency.
- Assist in writing and editing solicitation materials and updates on Annual Campaign Progress.
- Responsible for generating sponsorship contracts
- Responsible for ensuring sponsor benefits are fulfilled accurately and timely;
- Process Sponsor Thank You Letters as commitments are made and gifts are received.
- Responsible during event to make sure Sponsors are receiving benefits at event and to be their concierge.
- Support digital fundraising and social media.

Volunteer:

- Help administer the Agency's volunteer program in alignment with the Agency's strategic plan.
- Support the philosophy and standards by which we communicate with and manage volunteers including volunteer applications/screening, onboarding, retention and recognition. Maintain volunteer records in accordance with Agency standards.

- Provide programmatic & logistical support for volunteer activities and events with particular focus on young adult engagements. Coordinate marketing efforts, recruitment, and tracking of participants.
- Create and coordinate digital marketing for young adult and family programming including Facebook and Instagram posts.
- Coordinate requests for Passover assistance and oversee Passover food distribution including volunteer/family programming.
- Help with HOD Rosh Hashanah Appeal

Leadership Development:

- Working closely with the Tritt co-chairs, coordinate programming & logistics for the Ramie A. Tritt Foundation Leadership program.

Events:

- Help plan and implement Volunteer Events including Hunger Walk, Operation Isaiah, Volunteer with Friendship Circle Atlanta, Holiday Gift Program, Intergenerational Brunch, Mitzvah Day, Recognition Days, etc.
- Attend Volunteer & Agency events as required including evenings and/or weekends.
- Attend Jewish young adults events to assist with recruitment for JF&CS young professionals programs.

Qualifications Required

- Bachelor's Degree.
- Supportive of the JF&CS mission.
- Strong interpersonal skills and verbal communication skills.
- Experience and interest in development.
- Knowledge of and interest in the Jewish community.
- Ability to build relationships with donors and volunteers.
- Aptitude for detail and commitment to accuracy and follow through.
- Keen writing and editing skills desired.
- Proficient in Windows, including Word, PowerPoint, Excel, Outlook and fundraising database software. Experience with Raisers Edge required.
- Ability to handle multiple priorities at one time and meet deadlines.
- Desire to work in a fast-paced, customer-service focused environment.
- Ability to maintain confidentiality.
- Special tasks or events may require after hours or weekend work (evenings or Sundays).

How to Apply?

- To apply, please follow this link to locate the full job description and application:
<https://chp.tbe.taleo.net/chp03/ats/careers/searchResults.jsp?org=JFCSA&cws=1>