

Family Promise of Gallatin Valley, (FPGV) Inc.
Job Description

Title: Development and Volunteer Manager
Classification: Non-exempt; 40 hours, typical hours 9 a.m. - 5:30 p.m. with nights and weekends as necessary
Reports to: Executive Director

Mission:

We empower homeless families with children to achieve self-sufficiency through partnerships, services, and advocacy.

Job Summary:

The Development and Volunteer Manager's primary responsibilities are to build strategic relationships, conduct a variety of fundraising and outreach activities, and recruit, train, and retain volunteers for all FPGV's programs. This position will assist in raising funds to support FPGV's mission. This is a full-time position, hired by and directly accountable to the Executive Director.

Responsibilities and Duties:

Oversee development, volunteer, and outreach activities necessary to fulfill the mission of FPGV. Initiatives include, but not limited to, the following:

Development Responsibilities (30%)

- Provide leadership in creating, implementing, and monitoring the annual development/outreach plan which includes: assisting with direct mail appeals, overseeing first-time donor engagement, assisting with grant writing, leading donor cultivation efforts, overseeing donor involvement, managing events, and leading corporate giving and sponsorship efforts.
- Serve as staff coordinator of the fundraising/events committee, provide planning, logistical and administrative support.
- Serve as primary contact and provide overall leadership to special events, including: Cardboard Box City, Celebrity Servers, Give Big, luncheons, picnics. Develop and direct sponsorship packages for all event sponsorships. Analyze financial outcomes for events and offer solutions to improve revenue.
- Assist with the research, writing, and management of grants from foundations and corporations to support general operations and special projects.
- Identify opportunities for special events that have the potential of raising funds, image, visibility, and volunteer involvement.

Volunteer Responsibilities (25%)

- Coordinate and support relationships with collaborative partners and cultivate new ones, including: faith communities, businesses, service providers, and other community stakeholders.

- Oversee the recruitment, orientation, training, retention, of FPGV volunteers. With the help of the Family Case Manager, lead volunteer trainings (often in the evening), typically 6 - 8 times a year. Update training and presentation materials to reflect local trends and issues.
- Serve as point of contact and oversee volunteer service projects.
- Develop and facilitate positive relationships with host and partner congregations to support the FPGV Interfaith Hospitality program.
- Create, coordinate, and implement volunteer/congregation recognition activities.
- Support the Executive Director to identify and recruit new host and partner congregations.
- Ensure volunteer management best practices, coordinate volunteers and resources towards continual improvements.

Outreach Responsibilities (25%)

- Represents the organization at community events. Identify important community events and coordinate FPGV participation in these events.
- Support media relations by generating consistently messaged press releases.
- Coordinate video and guest interview projects.
- Maintain relationships with community organizations to develop and deliver public education surrounding family homelessness.

Administrative Responsibilities (20%)

- Manage the accuracy and updating of the FPGV database. Generate and submit regular reports.
- Manage online marketing and social media efforts. Update and maintain the organization's website regularly with events, information, and relevant news. Develop a strategy to maximize use of the website and social media as a means to build giving.
- Participate with the upkeep and maintenance of the Tim and Mary Barnard Family Resource Center.
- Responsible for M-F closing of the Family Resource Center.
- Participate in emergency on-call schedule.
- Monitor, track, and organize in-kind donations.
- Supervise internships and/or AmeriCorps Vista positions.
- Catalog press coverage and maintain historical archives.
- Research and attend professional development opportunities.
- Assist the Executive Director in executing strategic and operating plans.
- Coordinate with staff to ensure management practices ensure optimal guest experiences.
- Other duties as assigned for the successful operation of FPGV.

Desired Knowledge/Skills/Abilities:

Knowledge

- Development best practices
- Volunteer management or appropriate related experience

- Tools that strengthen community participation
- Data management systems
- Social media and online engagement platforms
- Issues related to homelessness and trauma-informed care

Skills

- Effective verbal and written communication skills
- Efficiency with salesforce or other fundraising databases
- Organization of development/outreach campaigns
- Planning and facilitating meetings
- Effectively prioritize tasks
- Follow through with responsibilities
- Innovative problem-solving
- Intermediate to advanced Microsoft Office Suite computer skills

Abilities

- Work in a dynamic and, at times, chaotic environment with multiple distractions including children of all ages
- Establish professional and well-organized communication with partner organizations and community stakeholders
- Motivate a team towards a common objective
- Plan, schedule, and organize multiple priorities
- Effectively communicate with individuals across all socio-economic levels
- Establish and maintain relationships with diverse organizations (primarily faith-based), agencies, and community members
- Perform in a multi-task environment

Qualifications:

The Development and Volunteer Manager must be an enthusiastic and personable individual interested in establishing collaborative partnerships and maintaining positive community relations. This position must have a person with self-motivation, maturity, good judgement, and a great personality. The Development and Volunteer Manager must also possess a valid Montana Driver's License with a good driving record and successfully pass a background check.

Education and Experience:

- Bachelor's degree
- Previous development or relevant experience preferred
- Salesforce or other data management skills required
- Experience with Adobe Creative Suite or other desktop publication software desired
- Experience with volunteer/personnel management and marketing highly preferred
- Experience in volunteer driven organization is valued

How to Apply

If interested, please respond with a résumé, cover letter, and 2-3 work samples demonstrating professional work experience in development, outreach, marketing, and/or community relations. Please send all application materials in .pdf format to ksylvester@familypromisegv.org. Incomplete applications will not be considered.

Preference will be given to applications received by December 29, 2017. We will begin interviewing in January.

Compensation and Benefits

\$35,576.75 - \$43,110.65 DOE. Great benefits- \$500/mo monthly contribution toward agency sponsored health insurance plan, 3% retirement match, 120 hours of PTO annually, 6 paid holidays, week off between December 25 and January 1.

Family Promise of Gallatin Valley, Inc.:

Family Promise of Gallatin Valley is an independent 501(c)(3) organization dedicated to serving homeless children and their families. We rely on faith communities from throughout the Gallatin Valley to provide a place to sleep, meals, and compassionate hospitality for program guests.

Our Mission

We empower homeless families with children to achieve self-sufficiency through partnerships, services, and advocacy.

Our Vision

Ending homelessness in Gallatin Valley, one family at a time.

Our Values

Compassion, Accountability, Respect, Engagement [CARE]

It is the policy of FPGV, Inc. to provide equal employment opportunity to all without regard to race, color, religion, national origin, age, sex, sexual preference, marital status, disability or any other characteristic protected by law, unless the reasonable demands of the job require a distinction to be made.