



Development & Volunteer Associate Job Description

Position: Development & Volunteer Associate
Reports to: Development Manager

Summary/Description: The Development and Volunteer Associate is a key member of Red Hook Initiative's (RHI) development team, supporting both fundraising and volunteer coordination. This position supports maintenance of a strong cohort of supporters and volunteers dedicated to furthering RHI's mission. RHI anticipates significant growth in volunteer cultivation and activities, and this person has the opportunity to be part of the development of a fresh program. The Associate will coordinate volunteer opportunities and represent RHI onsite, ensuring that activities run smoothly and efficiently and that volunteer efforts satisfy both their needs and those of the organization. In addition to tracking volunteer participation, this person will also help maintain RHI's general donor database on a daily basis and perform other administrative duties as needed. The Development and Volunteer Associate reports to the Development Manager.

Responsibilities: The responsibilities of the Development and Volunteer Associate include but are not limited to the following:

Coordinate volunteer outreach and activities:

- With input from RHI's program teams, develop a bank of volunteer opportunities for individuals and groups, ranging from tutors to college essay readers to painters to cooks
- Act as point person for all volunteer inquiries
- Develop and implement a system for cataloging and screening potential volunteers (from determining interest and expertise to conducting background checks) and matching them with the best opportunities
- Manage scheduling, reminders, and communications with volunteers
- Implement a system for training and orienting new volunteers
- Integrate volunteer opportunities and engagement into RHI's website
- Track and report all volunteer activity using RHI's Salesforce database

Administration:

- Maintain accurate and timely records of development data (donors, activity, prospects, etc.) in RHI's Salesforce database
- Draft donation reports and acknowledgment letters
- Coordinate development mailings
- Coordinate logistics for fundraising events, including running local errands
- Order supplies for the development team as needed
- Assist the Executive Director with scheduling appointments

Support RHI's external communications:

- Draft, schedule and publish social media posts on Facebook, Twitter and Instagram, with support from the Development Manager
- Provide writing and copyediting assistance

Experience and qualifications:

- 2-3 years of work experience; including relevant development experience
- Detail-oriented; excellent organization, multi-tasking and research skills
- Highly motivated with ability to thrive in a fast-paced environment
- Proactive with ability to work independently and problem-solve
- Strong writing abilities
- Strong alignment with RHI's mission
- Adaptable, flexible, and good sense of humor
- Desire to pursue a career in development or in nonprofit management
- Exposure to Salesforce or another development database preferred
- Red Hook resident or prior involvement with the Red Hook community preferred
- High School diploma or HSE required; some college preferred

To apply, send a cover letter and resume to apply@rhicenter.org.