



## **Liberty House Job Announcement**

### **Donor Relations & Volunteer Coordinator (On-Site)**

Full-time – 40 hours

Starting at \$21.85 per hour, depending on experience

#### **About Liberty House**

Liberty House is a child advocacy center; a nonprofit organization dedicated to supporting children and families facing concerns of abuse, neglect, trauma, and grief. Our successes lead to vital positive social change, and we are looking for a highly organized, energetic, self-motivated, and passionate person to join our team. Visit [www.libertyhousecenter.org](http://www.libertyhousecenter.org) to learn more about Liberty House.

#### **Donor Relations & Volunteer Coordinator**

The Donor Relations and volunteer Coordinator will work to ensure that all donors, contributors, supporters, and volunteers feel cherished, acknowledged, thanked, and celebrated. This professional must have a high attention to accuracy and detail, service-oriented mentality, strong sense of project ownership, and excellent communications and relationship-building skills. The Coordinator will maintain all donor giving records in our database, provide receipts to donors, generate thank you letters and manage yearly appeals and mailings. This position will be supervised by the Community Engagement Manager and is responsible for working successfully with the team, the Chief Executive Officer, and the Board of Directors to promote relationship-building and successful fundraising.

#### **Basic Functions and Responsibilities of the Position:**

##### ***Communications and Donor Relations***

- Nurture, cherish, and recruit community members who support our mission and develop a year-round donor stewardship and communication program.
- Acquire mastery of Bloomerang, our donor and contact database.
- Record all gifts, in-kind and financial, into the database.
- Generate receipts and thank you letters in a timely manner and keep them updated regularly.
- Call donors to thank them personally and coordinate thank-you calls with leadership
- Work with bookkeeper to balance financial deposits and ensure database accuracy
- Maintain and optimize database for best performance.
- Receive in-kind donations throughout the day as needed and keep them organized for distribution
- Provide data for reports, grants, mailing lists and dashboards through reports in Bloomerang.
- Facilitate incoming donations and gratitude in conjunction with Donor Relations team

##### ***Volunteers***

- Work with department leaders within the organization to identify volunteer and intern needs.
- Recruit, interview, and train volunteers.

- Grow and maintain regular volunteering programs such as Play Care, the Children’s Garden, events, and other volunteer needs as they occur.
- Nurture, cherish, and thank our volunteers with regular communication.
- Organize annual volunteer appreciation event.
- Research best practices for volunteer recruitment and retention.

### **Events**

- Oversee invitations, guest lists, and donor/guest communications, processing and gratitude
- Lead auction/raffle prize procurement requests and receipt operations
- Develop and maintain custom reports based on organizational event needs. Create and produce invitation lists.
- Input raffle and auction prizes into Greater Giving and Bloomerang databases.
- Process ticket sales and maintain guest lists in coordination with Event Coordinator
- Provide auction item donations thank you receipts.
- Assist with special events and have flexibility to work extra hours for these events.

### **Other Requirements**

- Be able to maintain the highest of expectations regarding customer service interactions.
- Be able to work under short deadlines and high-pressure situations.
- Be prepared to handle other duties as assigned.
- Ability to work evenings and weekends intermittently required.

### **Basic Functions and Responsibilities as a Liberty House Team Member:**

- Maintain required confidentiality in compliance with Liberty House policies, HIPAA, and the state of Oregon multidisciplinary child abuse assessment team statutory requirements.
- Attend Liberty House staff meetings, Community Engagement Team meetings, and events as needed.
- Communicate professionally, respectfully, and supportively with internal team members, external partners, and board members.
- Promote a positive working environment by adhering to the Liberty House Code of Conduct and striving to use an “outward mindset.”
- Conduct the business of Liberty House to maintain and increase its goodwill and reputation in the community, consistent with professional and ethical standards of behavior.

### **Qualifications:**

#### ***Required Education and Experience:***

- Bachelor’s degree in communications, information technology, human resources management, or a related field.
- Two years or more in field requiring customer service skills.
- Two years or more experience in database management.
- Another acceptable combination of education and experience.

#### **Other Qualifications:**

- Advanced skills in database maintenance or administration, preferably with Bloomerang
- Advanced skills in Microsoft Office programs.
- Strong skills in telephone, written, and verbal communication.

- Valid Oregon driver's license and acceptable driving record, proof of automobile insurance; and personal reliable transportation.
- A criminal background check, DHS Child Welfare Registry check and sex offender registry check are all required for employment at Liberty House and will be completed for finalists,

**Helpful Skills and Areas of Knowledge:**

- Experience working in nonprofit settings.
- Knowledge of child abuse dynamics.
- Have legible and attractive handwriting/penmanship.
- Ability and willingness to work collaboratively as a team member.
- Ability and willingness to establish and maintain positive working relationships.

**Hours, Compensation, and Benefits:**

- Full-time, hourly position at 40 hours per week, Monday-Friday. Some flexibility of schedule during the week in anticipation of events; ability to work early evenings and weekends intermittently required; and ability to flex hours to avoid overtime.
- Compensation: dependent upon education and experience.
- Benefit package: health insurance, fully paid for employees; flexible spending plans; retirement match; eleven paid holidays, paid vacation and sick leave; employee assistance plan; athletic club membership subsidy.

**To Apply:**

Please email a **cover letter, application and resume** to: [HR@libertyhousecenter.org](mailto:HR@libertyhousecenter.org)

Attention: Kaute Mendoza, HR Coordinator

Open until filled

Liberty House does not discriminate on the basis of race, color, religion, gender, gender identity, sexual orientation, disability, national or ethnic origin, or other legally protected status. Women, people of color, people with disabilities, and LGBTQ candidates are encouraged to apply.