



Volunteer, Development & Administrative Coordinator Job Description

Position Summary

We are seeking a passionate and motivated individual to join our team as a Volunteer and Development Coordinator. Project Transitions is dedicated to serving people with HIV and AIDS by providing housing, comprehensive support services, recuperative care, and hospice in compassionate and caring environments. We rely heavily on the support of volunteers and donors to carry out our mission.

This position has three areas of responsibility: Development Coordination; Volunteer Coordination; and Administrative Support.

Responsibilities – Development Coordination

- Maintain the donor database (EveryAction) including data entry of all donations received as well as corrections and updates. Generate Thank You letters and mail promptly. Pull donation reports and mailing/invitation lists as needed.
- Assist in the planning and execution of fundraising events, including creating invitation lists, sourcing items such as refreshments, giveaway items, name tags, etc.
- Create necessary forms and signage for events and campaigns as well as flyers, invitations, etc. for printing, email, and social media uses (Canva).
- Serve as the primary liaison for 3rd Party fundraising events, including the Hill Country Ride for AIDS (HCRA). Manage ticket sales, auctions and/or raffles.
- Work with the Communications Coordinator on all event related media, marketing, print and online materials.
- Create and manage posts for social media related to events, holidays, etc.
- Contribute content, including photos, for the agency newsletter.

Responsibilities – Volunteer Coordination

- Implement strategies to attract and retain volunteers, including recruitment campaigns, volunteer fairs, and partnerships, and by fielding inquiries.
- Coordinate the onboarding process for new volunteers, including screening, training, and orientation.
- Work with staff to determine needed volunteer roles and to develop volunteer job descriptions.
- Assign volunteers to suitable positions based on their skills, interests, and availability. Provide ongoing support and address concerns.
- Regularly communicate with volunteers to express gratitude, provide updates, and cultivate strong relationships.

Responsibilities – Administrative Support

- Pick up mail from PO Box, open and sort. Deposit donations of cash or checks.
- Answer phone and relay messages as needed.
- Upload invoices to accounting software.
- Order supplies and printed materials as needed.
- Develop and refine administrative systems and practices for Volunteers and Development.
- Provide administrative support for Director of Development and Executive Director.
- Assist in the moving and set up of the Project Transitions Administrative Office (May or June date tbd). New office is located at North Loop and Airport Blvd.

Requirements:

- Flexible and adaptable in your work approach and expectations. Established history of problem-solving skills and helpful attitude.
- Interest in serving people with HIV/AIDS and a passion for Project Transitions' mission.
- Bachelor's degree in communications, business or related field or equivalent combination of education and experience.
- Proficient in Microsoft 365 suite (Teams, SharePoint), Hootsuite, MailChimp, Harness, Google Docs, EveryAction database, social media platforms, and Canva.
- Experienced in volunteer management and/or donor relations within a nonprofit organization.
- Strong interpersonal skills and the ability to communicate with diverse groups of people.
- Excellent organizational skills and attention to detail.
- Ability to work independently and as a part of a team to meet goals and deadlines.
- Flexibility with schedule to accommodate some evening or weekend events.
- Reliable transportation and the ability to travel locally for events and tasks as assigned.
- Ability to lift and carry up to 25 pounds. Ability to sit or stand for extended periods.
- Able to work in the Project Transitions administrative office. This is an on-site position.

Benefits & Salary Range

Project Transitions values its employees. We offer a generous benefits package including medical and vision insurance, and dental and life insurance, plus paid time off. The salary range for this position is \$45-\$50,000.

To Apply:

Submit a letter of interest and resume, and three professional references, to careers@projecttransitions.com.