



**Title:** Donor Engagement Coordinator

**Reports to:** Director of Development

**Position Type:** Volunteer position

**Contact:** Send questions to [info@hopestrong.org](mailto:info@hopestrong.org)

**Duties and Responsibilities:**

- Build and develop a strong donor portfolio and network
- Implement the donor recruitment, retention, and engagement plan to achieve monthly and yearly goals
- Cultivate and nurture successful and productive relationships with current and potential individual, small business, and family donors
- Develop and implement innovative strategies to recruit small business donors, individual donors, family donors, and community donors
- Expand the HoPe network through the development of new and beneficial relationships
- Prepare detailed monthly reports for the Director of Development
- Maintain organized and efficient records of all activities and contacts
- Partake in bi-weekly meetings with the Development Team
- Implement additional projects and tasks as assigned by the Director of Development
- Provide additional support to Director of Development

**Qualifications:**

- College student or young professional
- Demonstrated interest/experience in Networking, Relationship Building, Fundraising, Business Development, Project Management, and/or Finance/Accounting
- Outstanding written and verbal communication skills in English required
- Energetic, personable, and creative with an ability to relate well to diverse populations
- Deadline oriented and able to take initiative and work well under pressure
- Strong ability to plan and manage multiple projects with high attention to detail
- Excellent time management skills, work effectively in teams, excellent organizational skills, ethical and moral character, strong leadership skills
- Proficiency in Google Drive (including Docs, Sheets and Calendar), Microsoft Office (including Word, Excel, and PowerPoint).
- Must be willing to commit for the whole 2021-2022 academic year
- Strong commitment to HoPe's mission and values

**Time Commitment:**

- 4-6 hours per week.