

SOUTHERN ARIZONA AIDS FOUNDATION
DEVELOPMENT AND VOLUNTEER COORDINATOR
JOB DESCRIPTION

Scope of Work: The Development and Volunteer Coordinator is responsible for maintaining the development donor/prospect database, coordinating donor acknowledgment and recognition activities, providing support with fundraising webpages, and performing certain administrative functions of the development department. The Development and Volunteer Coordinator also recruits, coordinates, and places volunteers within the agency and at its special events. The Development and Volunteer Coordinator provides volunteer trainings to volunteers and staff support in the areas of volunteer management. The Development and Volunteer Coordinator is a full-time non-exempt position. This position requires the ability to work flexible hours including some evenings, weekends, and holidays.

Functional Responsibilities:

- Maintains donor/prospect database, including reviewing and updating software applications, entering new donors/prospects, updating information, maintaining records of contacts, preparing the daily receipts log (cash and non-cash), and entering all new pledge, cash, and in-kind gifts into donor database in a timely fashion. Prepares donor reports and contact lists. Trains development staff on donor database system.
- Achieves donor recognition through generation of thank-you letters for all new pledge, cash, and in-kind donations received within 48 hours of receipt.
- Serves as administrative support, including generating letters, such as thank-you letters to event participants, addressing envelopes, labeling, and taking meeting minutes.
- Responsible for reporting and documentation regarding the program budget.
- Provides administrative support of volunteer program by managing the volunteer database and files and provides detailed tracking and reporting of the volunteer program and its impacts.
- Recruits and manages special event volunteers.
- Conducts post-event evaluations and summary reports for events as assigned.
- Coordinates recruitment, screening, and orientation of volunteers and coordinates with agency staff to place volunteers effectively and quickly into appropriate positions.
- Works closely with staff to identify volunteer needs and supports staff with volunteer management training and recognition.
- Coordinates, oversees, and facilitates, with SAAF's Prevention Department and Development Department, a monthly Volunteer Orientation.
- Responsible for ongoing communication with volunteers to ensure agency needs are met and to ensure volunteer retention.
- Supervises volunteers and facilitates our weekly evening drop-in program, Walk-In

Wednesday, on Wednesdays from 5:30pm till 8:30pm.

- Attends department and agency staff meetings. Serves as program representative on agency committees where appropriate.
- Performs other duties as assigned.
- Reports to the Senior Development Manager.

Minimum Qualifications:

- Customer service or fundraising experience.
- At least one year of professional or volunteer experience with fundraising software, data entry, and/or computer database management and design.
- Professional or volunteer experience coordinating fundraising or community events.
- Proficiency in Microsoft Office, especially Excel, Word, and Outlook.
- Experience in and commitment to team approach both within an organizational division and throughout an organization. Ability to work effectively with a wide variety of individuals, including volunteers, staff, donors, and the public.
- Very strong organizational and analytical skills. Attention to detail is a priority.
- Experience developing, implementing, and monitoring detailed work plans for events and other relevant activities.
- Strong leadership skills: ability to motivate people and inspire confidence.
- Excellent writing, editing and phone communication skills.
- Creative thinker.
- Understanding of concept of confidentiality.
- Sensitivity to cultural and personal differences in age, ethnicity, and lifestyle.
- Access to reliable transportation, a valid AZ Driver's License and a driving record that will be supported by our liability insurance provider.

Preferred Qualifications:

- Experience with budget planning and budget management for events.
- Excellent speaking and public presentation abilities. Excellent interpersonal skills.
- Knowledge of online email and marketing tools such as Constant Contact or MailChimp.
- Experience coordinating large-scale volunteer-based projects.
- Public speaking and presentation experience.

- Strong knowledge of Tucson and Southern Arizona.
- Knowledge of HIV/AIDS and LGBTQ+ issues.

Compensation: \$17.77 - \$21.76 per hour benefits include health, dental, vision and life insurance; long - and short - term disability insurance.

To Apply: Submit letter of interest, resume with dates of employment, and names, addresses, and phone numbers of three professional references to the Director of People and Culture, Southern Arizona AIDS Foundation, 375 S. Euclid Ave., Tucson, AZ, 85719, e-mail to hr@saaf.org or visit www.saaf.org. Open until filled.

Affirmative Action: The Southern Arizona AIDS Foundation is an Affirmative Action/Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability.

Start Date: As soon as possible.