



**Liberty House Job Announcement**  
Donor Relations & Volunteer Coordinator  
Full-time - 40 hours  
Starting at \$21.00 per hour

**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, 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 Community Engagement Donor Relations & 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.

**Primary Duties**

- 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 coordinate financial deposits and ensure database accuracy
- Oversee the recurring gift program and contact donors to update expiring credit card information.
- 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.
- Assist with donor research and attracting new donors.
- Coordinate the gratitude process for grants, third party fundraisers, etc.
- 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, VOICES, 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.

- 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.

## **Qualifications:**

### **Education and Experience:**

- Bachelor's degree in communications, information technology, human resources management, or a related field.

### **Experience:**

- 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.

### ***Liberty House may consider applicants who have an acceptable combination of Education, and Experience.***

- Candidate must be able to read and write English.
- Proficient computer skills using standard Microsoft applications, e.g., Word, Excel, Outlook.
- Knowledge of child abuse dynamics.
- Ability and willingness to work cooperatively as a team member with Liberty House staff, Board members and representatives from partnering agencies.
- Pass a criminal background, a sex offender registration, and child abuse registry check.
- Demonstrated commitment to the Liberty House mission.

## **To Apply:**

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

Attention: Shirlee Sitton, Chief Administrative Officer

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.

Effective October 18<sup>th</sup>, 2021, Liberty House will require all employees and new hires to be vaccinated against COVID-19, unless they qualify for an approved medical and/or religious exemption.