

Job Title	Development Associate: Volunteer Coordinator
Employer/ Agency	SEARCH Homeless Services
Job Description	<p>Works to fulfill the Development Department’s mission to engage constituents, maintain and increase their involvement, and increase their giving. Develops meaningful volunteer experiences that meet existing agency needs and are relevant to donors / prospects. Motivates others to become more committed to SEARCH. Periodic weekend or evening hours required.</p> <ol style="list-style-type: none"> 1. Fulfills SEARCH’s mission of providing hope, creating opportunity, and transforming lives and the core values of trust, integrity, authentic communication, client-centered, and learning organization. 2. Provides individual donors and prospects with volunteer opportunities that engage them further in our mission. 3. Recruits, screens, trains and coordinates individual volunteers across all aspects of programs and operations. 4. Works closely with key internal supervisors to ensure a positive experience for the volunteer and their staff, to educate and consult on effective use of volunteers, and to help identify new ways to utilize volunteer skills. 5. Closely manages relationships with supporters and prospects from the corporate and congregational sectors. <p>Works with VP Development to design opportunities to deepen SEARCH’s partnership with corporate and congregational entities by involving their employees / members in volunteer roles at SEARCH.</p> <ol style="list-style-type: none"> 6. Conducts ongoing assessments of agency’s volunteer needs through close communication and coordination with program staff members. 7. Conducts ongoing assessments of in-kind needs for goods and services to effectively assist homeless clients. 8. Develops strategic plans for obtaining in-kind contributions (professional services, furnishings, food, and other needed materials) and acknowledging donors for their gifts. 9. Develops and maintains volunteer database in Raiser’s Edge; analyze and interpret reports. 10. Prepares and disseminates regular coordinated communication via e-mail/e-blasts to volunteers and friends of SEARCH. Contributes volunteer information to website, social media, and other publications as requested.

	11. Other duties as assigned.
Qualifications	Related Bachelor's Degree required. Two years non-profit experience with direct volunteer management responsibility strongly preferred. Intuitive people skills, time management proficiency, organizational skills, verbal and written communication skills, and affinity for process and planning essential for success in the role. Demonstrated ability to plan events and work with individuals and groups from many walks of life. Basic office computing skills; including familiarity with data entry and report creation from a database system. Demonstrated empathy for people experiencing homelessness.
Salary/Hours	Based on Education & Experience
Employer/Agency	SEARCH Homeless Services
Address	2015 Congress
City, State, Zip	Houston, TX 77002
Contact Person	Lauren Anderson
Contact Title	HR Generalist
Telephone Number	713-739-7752
Fax Number	713-739-9201
Email Address	LAnderson@SEARCHHomeless.org
Application Method	Email Resume
Opening Date	06/05/2018

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