

Job Title: Director of Development & Volunteer Services

Reports to: Executive Director

POSITION:

Director of Development & Volunteer Services is a full-time salaried exempt employee. A flexible work schedule is required (to include some evenings and weekends) to participate in DSNetwork events, fundraising efforts, workshops and various program activities.

Duties:

The duties include: providing the highest level of customer service to DSNetwork's families, volunteers and guests; formulating, organizing and monitoring agency volunteer program; deciding on suitable strategies, objectives and outcomes. Designs volunteer program that align with the organization's mission and support the organization's goals. Moreover, this position is responsible for identifying funding opportunities as well as writes grant proposals. Ensures that program/agency milestones/goals are met and adheres to approved budgets.

RESPONSIBILITIES:

- Manage a sustainable volunteer engagement program including the process for volunteer intake/application, orientation, online training, and continuing education. Update volunteer handbook and/or curriculum, as needed.
- Recruit and track agency-wide volunteers to support programs and agency needs. Strategically work with corporate and school-based volunteer programs. Track hours and dollar value.
- Cultivate, search and research development opportunities, fundraising efforts, planning, and implementation of agency's fundraisers. Ensure success with current fundraising activities to support existing program operations while growing base of support through relationships with new funders including individuals, foundations, business/corporations, sponsors, and auction items.
- Research grant opportunities and write grant proposals.
- Develop customer relations with constituents by overseeing agency Enrichment Center, answering calls, taking messages, directing calls to appropriate resources, monitoring and following-up on voice mail messages.
- Work with board of directors, committees and volunteers to provide administrative and logistical support. (i.e. prepare and distribute meeting notices, agendas, minutes, etc.)
- Update and maintain agency's donor and volunteer database. Enter and track contributions, payments, pledges, and volunteer activity. Conduct good stewardship of constituents and volunteers by preparing and processing acknowledgement letters, appreciation notes and other correspondence.
- Attend and staff registration/DSN tables for events, such as fundraising events and community fairs/booths.
- Perform other duties and responsibilities as assigned.

SKILLS & ABILITIES

- Highly organized self-starter with the ability to multitask;
- Strong oral and written communication skills;
- Excellent computer skills and proficiency with Microsoft Office Suite, including mail merge and database management software, social media, Constant Contact, Wordpress;
- Ability to maintain a high degree of confidentiality and responsibility regarding information related to DSNetwork business and confidential prospect information;
- Highly competent working independently and with a team;
- Ability to work well under pressure of timelines and complete tasks on schedule.

EDUCATION / EXPERIENCE:

- Associate degree in Business Administration or related field; OR, three years' experience in program management.
- Fluency in Spanish is desired.
- Valid Arizona Driver's License, preferred.
- Fingerprint clearance card. If not already obtained, one will need to be obtained at time of hire.
- Must complete training and obtain certificate for Arizona Article 9, CPR and First Aid

To apply: Send resume to info@DSNetworkAZ.org. No phone calls please.

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