

## **Job Title: Development and Volunteer Coordinator**

[Blue Sky Fund](#) is a local Richmond non-profit based in Church Hill. Our mission is to provide transformational experiences for urban youth through outdoor education through two core program areas - academic and adventure. We are hiring a Development and Volunteer Coordinator to join our full-time staff team. This person will report to the Development and Communications Director and support the overall development functions of the organization, as well as program execution through volunteer management.

### **Job Responsibilities:**

#### **Development Support (70% of time)**

- Maintain accurate donor records, produce timely donor acknowledgements, and generate reports in accordance with Blue Sky Fund policies and general fundraising best practices
- Manage a robust grants calendar to ensure that all applications and reporting requirements are submitted on time; coordinate the research, writing, and submitting of 30-40 grants per year
- Create and coordinate external communications to meaningfully grow brand awareness and share the impact of our work through print and digital channels, including website, email newsletters, social media, and print collateral
- Assist with event planning and promotion, and lead the onsite execution of two signature events per year
- Represent the organization at community and donor events as assigned

#### **Volunteer Operations (30% of time)**

- Manage all aspects of the volunteer experience, including recruitment, training, retention and development
- Coordinate with Program Managers to create, schedule, and fulfill both on-going and irregular program volunteer needs, as well as coordinate volunteers for fundraising and community events
- Serve as the primary point of contact for volunteers, including but not limited to managing the volunteer database, maintaining volunteer program materials, engaging volunteers in meaningful communications, and cultivating strong relationships with corporate and service-oriented volunteer groups

#### **Required Qualifications**

- Passion and connection to Blue Sky Fund's mission
- Proven written, verbal, and interpersonal communication skills (writing sample will be requested from finalists)
- Prior work experience in one or more of the following areas: fundraising, grant writing, event planning, and/or volunteer management
- Strong attention to detail, organization, and project management skills
- Ability to track, meet, and maintain a variety of deadlines
- Proven ability to work independently and collaboratively with different teams
- Experience with Microsoft Office Suite (Word, Excel, PowerPoint) and Google Suite (Gmail, Google Drive)

**Preferred Experience:**

- An excellent communicator that loves storytelling, data, details, and creative design
- Familiarity with donor databases (Salesforce)
- Familiarity with digital communication platforms (Canva, MailChimp, Hootsuite, Facebook, Instagram, Twitter)
- Bachelor's Degree and/or four years of relevant work experience
- Willingness to leverage gifts, strengths, and skills in ways that enhance the overall organization

**Compensation and Benefits:**

- Salary range: \$38,000-\$45,000/year DOE
- Medical, dental, and vision benefits with employer contribution
- Employee Assistance Program (EAP)
- Flexible work environment
- Professional development stipend
- Paid time off and paid holidays

**Job Details:**

This is a full-time, exempt position based on 40 hours per week, primarily Monday through Friday. Occasional evening and weekend hours with advance notice. Position is based in Richmond, VA.

All Blue Sky Fund employees are required to submit proof of full vaccination against COVID-19. Religious and medical exemptions will be reviewed on a case-by-case basis. Anyone granted an exemption will be required to submit a negative COVID-19 test result weekly

Preferred start date of early November, but can be flexible for the right candidate

**How to Apply:**

Please fill out an online application on our website: [www.blueskyfund.org/get-involved/employment](http://www.blueskyfund.org/get-involved/employment).

If you have any questions, please contact Brittany Bailey, Operations Director, via email at [brittany@blueskyfund.org](mailto:brittany@blueskyfund.org).

Priority will be given to applications received by October 3rd, 2021.

*Blue Sky Fund is committed to creating a diverse, inclusive, and equitable workplace in which all participants, employees, volunteers and supporters - whatever their gender, race, ethnicity, national origin, age, sexual orientation or identity, education or disability - feel valued and respected.*