

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

**Blue Sky Fund** is a Richmond non-profit based in Church Hill. Our mission is to provide transformational experiences for Richmond 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)**

- Manage a robust grants calendar to ensure that all applications and reporting requirements are submitted on time; ensure grant content library stays up to date and accurate; conduct research, writing, and submitting of 50-60 grants per year
- Coordinate and schedule external communications; and support content creation 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
- Maintain accurate donor records, produce timely donor acknowledgements, and generate reports in accordance with Blue Sky Fund policies and general fundraising best practices
- Assist with event planning and promotion, and lead the onsite execution of two signature events per year, Golden GORP Year End Celebration and Hike for Kids
- 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 staff 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) and Google Suite (Gmail, Google Drive)

**Preferred Experience:**

- An excellent communicator that loves storytelling, data, details, and creative design
- Familiarity with customer relationship management software and applications (Salesforce)
- Familiarity with digital communication platforms (Canva, MailChimp, Hootsuite, Facebook, Instagram)
- Bachelor's Degree and/or two years of relevant work experience
- Shared lived and/or learned experiences with the community with which Blue Sky works
- Willingness to leverage gifts, strengths, and skills in ways that enhance the overall organization

**Compensation and Benefits:**

- Salary range: \$38,000-\$48,000/year DOE
- Medical, dental, and vision benefits with employer contribution
- Employee Assistance Program (EAP)
- Flexible work environment
- Professional development stipend
- Retirement benefits with employer match
- Partial cell phone stipend
- 14 days of paid time off with annual increases, 5 days of paid personal leave, 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 with opportunity for a partial remote schedule after 6 months.

**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 Amanda Godbold Payne, Executive Director, via email at [amanda@blueskyfund.org](mailto:amanda@blueskyfund.org).

Application will be reviewed on a rolling basis. Priority will be given to applications received by March 15, 2024.

*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.*