



# Children's TherAplay

The Children's TherAplay Foundation, Inc.

## Job Description – Development and Volunteer Coordinator

<b>TITLE:</b>	<b>Volunteer &amp; Development Coordinator</b>
<b>STATUS:</b>	<b>Non-Exempt</b>
<b>EMPLOYMENT TYPE:</b>	<b>Salary</b>
<b>WORK SCHEDULE:</b>	<b>40 Hours per Week Monday-Friday</b>
<b>REPORTS TO:</b>	<b>Development Manager</b>

### SUMMARY OF PRIMARY DUTIES & RESPONSIBILITIES:

Volunteer and Development Coordinator plays a vital role as a part of Children's TherAplay's development team. Working closely with all members of the development team, barn staff and the Executive Director to coordinate volunteers, manage donations within our donor database, and ensure proper donor stewardship all in an effort to ensure operational success for our mission.

### ESSENTIAL PRIMARY DUTIES for VOLUNTEER COORDINATOR:

- Coordinate individual and group volunteers. Ensure streamlined communications between TherAplay and our pool of volunteers.
- Recruit and provide great customer service to our valuable team of volunteers.
- Communicate with Development Manager and Executive Director about volunteers who you believe would be good donor prospects and help support further relationship development with those volunteers.
- Assist in identifying and coordinating volunteer outreach efforts.
- Coordinate and manage our internship program.

### ESSENTIAL PRIMARY DUTIES for DEVELOPMENT COORDINATOR:

- Assists in maintaining donor database system through data entry, reporting and analysis.
- Assist in implementing stewardship plan through acknowledgement letters and donor recognition.



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## WHAT IT TAKES TO SUCCEED:

- Strong written and oral communication skills.
- Demonstrates good judgement and decision-making skills for the purpose of advancing our mission.
- Must be detail oriented with the ability to meet timelines effectively.
- Possesses interpersonal skills that allow them to interact with potential, current and former donors in an effort to maximize their Children's TherAplay experience.
- Demonstrates creativity and has a willingness to try new things when planning new campaigns and fundraising efforts.
- Must be neat, dedicated, eager to learn, able to get along easily with others and can work in high stress situations as they arise.
- Medium to high level of computer proficiency required.

## REQUIRED EXPERIENCE:

One-year related experience

## REQUIRED EDUCATION:

Bachelor's degree preferred

## CERTIFICATIONS:

First Aid and CPR (preferred but not mandatory)

## ORGANIZATION OVERVIEW

Located in Carmel, Indiana, The Children's TherAplay Foundation, Inc. (TherAplay) is a mission driven organization with a team of dedicated employees who work enthusiastically and collaboratively to support the children we serve. If you are interested in being a part of our growing organization and you have a passion for helping build a program, we want to share more information with you!

TherAplay is an Equal Opportunity Employer. We are committed to the inclusion of and full participation by all persons in the achievement of our mission.

Would you like to learn more about how you can use your skills to impact an extraordinary mission? We would love to hear from you! Please submit a cover letter, resume and three references to Katie Stratman at [Kstratman@childrenstheraplay.org](mailto:Kstratman@childrenstheraplay.org). Please no phone calls.