



## Stewardship and Volunteer Coordinator

**Reports to:** Associate Director of Development

**Position Status:** Full-Time, non-exempt

[Momentous Institute](#), founded by [Salesmanship Club of Dallas](#) in 1920, exists to build and repair social emotional health with children, families, and communities. Each year, we partner with over 5,500 children and family members through innovative education and therapeutic services. The organization also invests in research and training, including the annual *Changing the Odds* conference, to reach far more children than could ever be seen directly. Our mental health team is committed to offering services that are systemic, trauma-informed, and include brain and strengths-based perspectives. Services are offered on a sliding scale and no family is ever turned away for an inability to pay.

**Role:** The Stewardship and Volunteer Coordinator is responsible for developing and maintaining positive relationships, connections, and opportunities for engagement between Momentous Institute, members of the Salesmanship Club as well as external stakeholders, including private and corporate donors, community partners, and volunteers. The Stewardship and Volunteer Coordination involves coordinating Momentous Institute's volunteer programs, including individual volunteers, corporate and community groups, and the Reading Buddy Program at Momentous School. Stewardship Coordination includes designing, implementing, and coordinating a stewardship program that promotes engagement and connection with donors.

### **Job Duties/Responsibilities:**

#### Volunteer Coordination

- Interfaces with Momentous Institute staff to identify innovative and appropriate volunteer opportunities that best support staff and maintain a current list of such opportunities.
- Acts as a liaison between partner agencies and Momentous Institute and Salesmanship Club staff in the development, execution, and cultivation of engagement opportunities.
- Recruits and matches volunteers (individual and group) with appropriate Momentous Institute opportunities, ensuring that volunteers have a positive experience and staff are supported.
- Reviews background forms for accurate completion, ensure donors have proper information, rules and guidelines, and up-to-date staff contact information as needed.
- Refines and presents a volunteer Mission Moment that includes a tour and overview of Momentous Institute's work and mission.
- Oversees group volunteer experiences at Momentous Institute sites.
- Provides ongoing support to volunteers.
- Provides a report on volunteer hours by the last day of the month.
- Oversees the Reading Buddies Program:
  - Works with school leadership and classroom teachers to develop each annual Reading Buddies calendar.
  - Communicates to Reading Buddies and teachers respective reading dates and times and acts as a day-to-day liaison between volunteers and teachers.
  - Coordinates Reading Buddy events and special opportunities, including Holiday and EOY book gifts, Book Fair, etc.
  - Works with school front office staff to develop an efficient process to communicate on Reading Buddy days.

### Stewardship Coordination

- Maintains a campus-wide inventory of donor recognition named spaces and works with the Development team to suggest appropriate donation amounts.
- Collaborates with the Development team to develop and coordinate donor recognition opportunities or events, including special communications or outreach on Holidays or between reports and proposals, and various donor receptions.
- Collaborates with the Development team and program teams to identify and coordinate digital, print and other opportunities to connect, thank and recognize donors. This includes creating and regularly updating with fresh content a repository of:
  - client stories
  - program pictures
  - online videos
  - student/client artwork
  - shop content/products
  - partner testimonials
- Oversees all logistics, budgeting, and invoicing of Development's special events, including the Corporate Breakfast, Reading Buddy Activities, and donor Cocktails & Conversation events.

### Community Relationships

- Serves as Momentous Institute's community liaison at select community coalitions and events to maintain and expand Momentous Institute's network of contacts and visibility by communicating about our mission and programs.
- Works with Momentous programs and SCD team to build and update a list of all current partnerships by type/program with a detailed description of strategic goal/purpose for each.

### **Knowledge and Skills:**

- Warm relationship skills that invite others to be a part of our mission and programs
- Strong verbal and written communication skills that articulate our cause and the impact that external stakeholders can have by getting involved in our work.
- Attention to detail and Ability to meet deadlines.
- Strong project management and organizational skills

### **Requirements:**

- A bachelor's degree in education, social work, psychology, or communications.
- A demonstrated ability to think conceptually, meet deadlines, and manage multiple tasks simultaneously in a highly professional and timely manner.
- Excellent interpersonal skills, including the ability to interact with a wide variety of personalities while managing rapidly shifting priorities.
- Demonstrated ability to communicate effectively and professionally both orally and in writing.
- Proven organizational, time management and project management skills.

## Physical Requirements:

- Occasionally moving self in different positions to accomplish tasks in various environments including tight and confined spaces.
- Constantly remaining in a stationary position, often standing, or sitting for prolonged periods.
- Occasionally adjusting or moving objects up to 15 pounds in all directions
- Occasionally operating motor vehicles

## The ideal candidate will exhibit the following core values:

Collaboration, Commitment, Excellence, Service, and Respectfulness

## Interested:

Applications are currently being accepted and the position will remain open until filled. Candidates from diverse backgrounds are encouraged to apply. Please send letter of interest and resume to:

Robin Doeden

**Director of Development & Strategic Partnerships**

[rdoeden@momentousinstitute.org](mailto:rdoeden@momentousinstitute.org)

Momentous Institute/ Salesmanship Club of Dallas maintain a policy of non-discrimination for all employees and applicants in every facet of the organization's operations. Momentous Institute/ Salesmanship Club of Dallas hires, trains, and promotes all qualified employees without discrimination on the basis of race, color, sex, religion, national origin, age, military status, disability, genetic information, gender identity, or sexual orientation.

All employment offers are contingent upon successful completion of a criminal background investigation, including a check of the National Sex Offender Registry.

## Policy Statement

**No form of abuse will be tolerated, and confirmed abuse will result in immediate termination. Momentous Institute/ Salesmanship Club of Dallas will fully cooperate with authorities if allegations of abuse are made requiring investigation.**