



## **Volunteer and Donor Coordinator Job Description**

### **Overview**

Freedom School Partners (FSP) promotes the long-term success of children by preventing summer learning loss through igniting a passion for reading and inspiring a love of learning. FSP operates the Children's Defense Fund Freedom Schools® summer program for six weeks each summer at 16 locations.

As an integral part of the development team, the Volunteer and Donor Coordinator is responsible for the overall integrity of the donor and volunteer databases and all donor and volunteer data. In addition, the Volunteer and Donor Coordinator is responsible for the overall management of the Freedom School Partners volunteer program. This includes the recruitment, placement, management, support, appreciation and tracking of volunteers that participate in the Children's Defense Fund Freedom Schools® summer program as well as volunteers that assist with office tasks or special projects.

### **Responsibilities**

#### **Donor Database Management (30%):**

- Enters all gifts, pledges and in-kind gifts into The Raiser's Edge CRM.
- Prepares personalized donor acknowledgements and pledge reminders in a timely manner.
- Interacts with donors and potential donors through telephone calls, correspondence and in person.
- Generates queries, reports and lists.
- Maintains integrity of donor database and ensures data is accurate, consistent and complete.
- Tracks dollars raised and creates monthly reports.
- Works with Finance to ensure reconciliation of monthly and annual fundraising revenue.

#### **Volunteer Management (50%):**

- Provides professional guidance, ownership and oversight of the volunteer program.
- Manages volunteer orientation and training.
- Ensures volunteers receive prompt assistance, support and follow up such that volunteers have a positive, engaging experience with FSP throughout the year.
- Creates, manages and supports volunteer engagement opportunities for FSP corporate partners.
- Oversees the recruitment, scheduling, confirmation and reminders for guest readers which also includes hospitality and feedback.
- Maintains in-house volunteer management software.
- Ensures that all volunteers complete the required documentation for safety standards and adhere to FSP policies and procedures.
- Assists in representing FSP at volunteer fairs, recruiting events and community meetings.
- Keep staff informed of volunteer participation on a regular basis.

#### **Development Team Admin Support (20%)**

- Supports Development events
- Manages annual partner luncheon
- Performs other duties and responsibilities as assigned

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Charlotte, NC 28237

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[freedomschoolpartners.org](http://freedomschoolpartners.org)



**Qualifications:**

- Bachelors Degree or comparable professional experience
- Commitment to the CDF Freedom Schools program
- Knowledge of The Raiser’s Edge Database; proficiency preferred
- Knowledge of Volunteer Hub or similar data management system preferred
- Detail-oriented and highly organized
- Self-motivated and self-directed
- Comfortable working in collaboration with others
- Professional presence and presentation
- Valid driver’s license and reliable transportation
- Ability to work a flexible, full-time work schedule

**Compensation and Benefits:**

- Competitive salary
- 10 days of vacation earned after 90 days of successful employment (prorated to start of calendar year); additional days earned after 2 years of employment
- 8 paid holidays (defined annually) + 2 floating days
- 10 sick or personal leave days per calendar year
- Individual health insurance coverage through the organization’s policy, premiums paid in full

**Accountability:** Report to the Chief Development Officer

**Status:** Full-Time (40 hrs/wk; may include occasional evenings and weekends)

**Application Process:**

Interested applicants should send cover letter and resume to [info@freedom-school-partners.org](mailto:info@freedom-school-partners.org) with **Volunteer and Donor Coordinator** in the subject line.

**About Freedom School Partners:** Freedom School Partners is a 501(c)3 organization based in Charlotte, North Carolina. Founded in 1999, Freedom School Partners promotes the long-term success of children by preventing summer learning loss through igniting a passion for reading and inspiring a love of learning.

Freedom School Partners fulfills this mission by:

1. Delivering a culturally diverse curriculum that affirms our scholars with engaging literature and exposure to the broader community.
2. Serving families and children who lack access to quality summer enrichment opportunities.
3. Addressing the whole child by supporting their academic, social and emotional needs.
4. Offering a work-force development opportunity for college students to gain professional experience, serve as positive role models and enter the teacher pipeline or social service pipeline.
5. Collaborating with diverse community stakeholders who contribute to and benefit from the partnerships.

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