



QUAKER VOLUNTARY SERVICE

Quaker Voluntary Service is an experiment at the intersection of transformational spirituality and activism, a year-long Fellowship program for young adults.

Development & Outreach Coordinator

The QVS Development & Outreach Coordinator supports the development, fundraising and outreach of QVS at all levels. The Coordinator provides administrative support for development and also engages in regular face to face visits, presentations, etc., with Friends and supporters. This person is one of the public faces of QVS and represents the organization in the wider world.

You would be a great fit for this job if you have exceptional written, visual, and verbal communication skills, and authentically enjoy connecting with others (particularly regarding spirituality, community, and social change). You should be able to prioritize, multitask, see the big picture, and have a willingness to pitch in and do what needs to be done, including small administrative tasks.

Salary and title commensurate with experience. *If you're excited by the role and have enthusiasm for this position, please apply.* For someone arriving with minimal fundraising and development experience, we anticipate hiring a consultant to provide professional development for the staff member.

This is a full-time, year-round, exempt position. Salary range is \$40,000-\$45,000.

You will be joining an amazing and dedicated team of people who are passionate about social justice and spirituality. QVS is a collaborative and relational environment where your coworkers are committed to your success. Our community is diverse in age, race, gender identity, and sexuality, and we believe that multicultural relationships are essential to our work. Though this is a remote position, you will have several opportunities per year to gather in person with other staff members. This is a flexible position; other than scheduled meetings, you can determine your schedule in consultation with the Executive Director.

How to Apply: Email a cover letter, resume, and three references to Hilary, QVS Executive Director, at jobs@quakervoluntaryservice.org. Interviews will be scheduled on a *rolling basis* as applications arrive, with **priority given to applications received before Feb 13**. Following two rounds of interviews, we will conduct reference checks for the final two candidates. Start date is ideally late-February, but we can be flexible.

Primary responsibilities include:

- **Connecting directly with donors and supporters.** You will communicate with donors and supporters through email, snail mail (including fundraising appeals), eNewsletters, Zoom meetings, phone calls, and in person 1-1 meetings. You will represent QVS in public settings including Friends gatherings, presentations at local Friends retirement homes, meetings/churches, and other places where our current and desired constituencies are assembled. You will travel approximately 4-12 times per year, depending on your interest in travel and where you live.
- **Writing and reporting grants.** Working with the Executive Director, you will support grant writing and reporting.

- **Managing administrative duties**, particularly managing the donor database, including inputting and tracking data, pulling data, and correspondence related to development. You would use data to produce reports and updates.
- **Working with other QVS staff and board members**. The QVS staff team works collaboratively. You will work particularly closely with the Communications Coordinator on messaging and outreach. You will also work with the Development Subcommittee of the board.

Required competencies and qualifications

- Commitment to the organizational mission and vision.
- Demonstrated ability to connect and build relationships with individuals from widely varying backgrounds, with a poised and engaging communication style based on natural warmth and enthusiasm, and the ability to listen carefully and effectively.
- Demonstrated good judgment, professionalism, and high standards of ethical conduct.
- Excellent time-management and organizational skills.
- Ability to create excellent written communications for various audiences.
- Ease with various computer uses (including comfort learning new uses).
- Experience with the Religious Society of Friends, and/or QVS, and the ability to engage in conversations that reflect a personal appreciation for Friends' traditions, testimonies, and beliefs.
- Willingness to travel regularly locally and nationally; flexibility for night (and occasionally weekend) work.
- Current driver's license and willingness to drive for work.

Nice-to-have competencies and qualifications

- Experience with a variety of programs:
 - eTapestry (donor database)
 - MailChimp (eNewsletter)
 - GoogleDrive (shared documents)
 - Microsoft Office Suite (Word and Excel)
 - Canva (or other graphic design software or programs)
- Experience working in development, fundraising, and/or communications.
- Competency in managing budgets.
- Experience organizing events.

Compensation

The salary is \$40,000-\$45,000, based on experience and geographical location. In addition, QVS offers prorated health insurance or a \$6,000 health insurance bonus, vision care reimbursement, and ability to contribute to a 403(b) plan (unmatched). Employees working full-time receive 25 PTO days, eight holidays per year, eight sick days, and time off for the period between Christmas and New Year's Day.

QVS reserves the right to modify, interpret, or apply this job description in any way QVS desires. This job description in no way implies that these are the only duties to be performed by the employee occupying this position. This job description is not an employment contract, implied or otherwise. The employment relationship remains "at-will."

Quaker Voluntary Service is an equal opportunity employer. Black, Indigenous, and people of color (BIPOC), LGBTQIA+ individuals, and persons living with a disability are strongly encouraged to apply.