

Volunteer Development Coordinator Position Description

The Volunteer Development Coordinator is a dynamic relationship builder and communicator with a strong sales background responsible for initiating and developing leads within the business community to secure corporate funding for the MS Society's mission.

Responsibilities:

- Initiate new partnership opportunities through various business development techniques including prospecting, targeted follow-up and new lead generation.
- Researches sources for developing new prospects and to determine potential and fit with the MS Society.
- Leverage existing partners to develop new corporate leads.
- Coordinates sales activities between Corporate Relations Specialist and Events Program staff.
- Secure in-kind donations and prizes for fundraising events.
- Perform other duties or special projects as needed.

Skills, Attitudes, Knowledge Required:

- Clear and persuasive communication, including listening and seeking clarifications; participation in meetings.
- Works well in a fast-paced environment; treat others with respect and consideration.
- Able to multitask in a changing work environment.
- Willing to change approach to best fit the situation.
- Follows instructions, takes responsibility for own actions; keeps commitments.
- Strong computer skills to include Word, Excel, Internet
- Excellent organizational and communication skills; ability to multi-task
- Physical demands of special event organization including packing, and light lifting/carrying prior to the event

Training and Orientation:

- Orientation to the MS Society including background information on the Society and information related to MS
- One on one training with Fundraising Coordinators and/or Director of Development

Time Commitment: 1 or 2 days per week during office hours (Mon-Fri 8:30am – 4:30pm). Could also work on a by project basis 4 days a week. Some evening and weekend work might be requested to attend trade shows and fundraising events. A minimum 6 month commitment is requested.

Supervisory Relationships/liaison: You are supervised by and liaise with the Fundraising Coordinators and the Director of Development.

Authority/Decision Making: Must be comfortable making decisions and problem solving with minimal supervision.

Volunteer Benefits:

- Grow and practice your skills organizing a large special event
- Enhance communications and corporate relations skills
- Contribute your time and talents in an impactful way for a worthwhile cause.
- Reference letter