



Development & Volunteer Administrator Job Description

Overview: Beyond Housing is a nationally recognized community development organization that works to strengthen families and transform underserved communities to create a stronger, more equitable, and prosperous St. Louis region for all. We engage where we're needed, focusing on building consensus among leaders, providing and preserving housing, fostering community structures that shape lives, and guiding systems that make people's lives better.

We lead with vision for what a community can be ~ every community is different, but thriving communities tend to share the same basic set of positive traits regarding housing, safety, education, health, infrastructure, and access to basic human services.

We bring together leaders and resources, volunteers and citizens, and pursue a wide assortment of creative approaches to build stronger, healthier communities for life.

Finally, we are community builders, not kingdom builders. "It's their neighborhood, future, & dreams". Our objective is to help build and contribute the good things we do for the sake of adding value to the lives of the people we're honored to serve.

Position Responsibilities:

- 80% as coordinating volunteer projects & 20% responsibilities providing back-office administrative support to the Development Department
- Coordinating cards and gifts for team member birthdays and work anniversaries
- Track departmental successes and create posts for internal reports on BH Intranet
- Manage incoming emails and USPS mail for the department
- Recruit and cultivate volunteers to encourage repeat volunteerism and additional forms of engagement
- Use Volgistics, a volunteer contact management system, to maintain accurate records of upcoming and completed volunteer projects, as well as volunteer information, key group leads, hours completed, and projects
- The position is REMOTE/HYBRID and requires a flexible schedule to include some nights and weekends

Required Experience and Qualifications:

- Demonstrated skills to effectively manage and prioritize multiple projects.
- Experience with Microsoft Office applications, including PowerPoint, Excel, and Outlook.
- Excellent attention to detail, and the ability to be flexible, manage and meet deadlines.
- Highly organized, self-starter with good interpersonal, problem-solving, and analytical skills.
- Proficient in oral and written communication.
- Ability to work independently, in a team environment and in collaboration internally and externally.

Personal Qualities:

- Collaborative -- A dynamic personality that is collaboratively minded, can recognize and identify strengths, seek consensus around mutual goals, and build meaningful relationships.
- Creative and Curious -- A systems-thinker and builder, who is not afraid to be innovative in designing solutions and has skills in articulating these ideas and concepts.
- Methodical -- Strong analytical, systems, and problem-solving skills to evaluate performance, prepare reports, and recommend/implement solutions using independent judgment. Ability to move from concepts to action through strong program design and evaluation.
- Reliable -- Leadership skills that reflect and value a team approach, demonstrated integrity, effectiveness, efficiency, and the ability to deliver high quality service. Highly capable of handling multiple tasks, projects and timelines. Excellent oral and written communications skills.
- Trusted -- Ability to work with residents, partners, and staff of diversified backgrounds with a positive, optimistic, solutions-oriented attitude. Shares a deep respect for the community, its stakeholders and the residents that we serve.
- Driven -- Passion for the work
- Leadership – Must be a strong, positive leader who approaches this position from a servant leadership perspective. They recognize that their role is to serve as a source of encouragement, inspiration, and support for volunteers who are sharing their time without being compensated for their efforts.
- Respectful - Being respectful of others is an important key to success in this type of position. Must demonstrate respect for volunteers as individuals, recognizing that the people they are leading do not have to give freely of their time and talents.
- Organized – Must be able to get -- and stay -- organized. This includes looking closely a project to determine volunteer staffing needs, identifying potential volunteers, requesting assistance, matching volunteers with tasks appropriate for their skills and interests, establishing schedules, allocating resources, and following up on plans.
- Appreciative – Be forthcoming in showing appreciation to volunteers, making certain that the individuals who generously contribute their time know that their efforts are valued. They should profusely and sincerely thank volunteers for their efforts and take steps to ensure that volunteer workers receive credit and recognition for their accomplishments as well as the overall success of the projects they work on.

Supervisor:

- Director of Development

Salary and Benefits:

- Full-time hourly position with benefits for full-time position as determined in current Beyond Housing Employee Handbook
- Salary \$42,000 - \$47,000

Application Instructions: Please send resume and cover letter to hr@beyondhousing.org . This position will remain open until it is filled.

Beyond Housing believes that each individual is unique and we are committed to respecting the diversity of all individuals. We strive to move beyond simple tolerance, embracing and celebrating the differences contained within each of us, making us stronger as whole.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of all responsibilities, duties, and skills required. Beyond Housing is an Equal Opportunity Employer.

ADA – Beyond Housing is committed to furthering the purpose of the American with Disabilities Act (ADA). The company is always willing to consider reasonable accommodations, which may allow a disabled person to perform this or any other job. The **Summary of Physical Requirements** is a list of what we believe at this point to be necessary in order to perform the essential functions of the job.

Diversity & Inclusion Statement: At Beyond Housing, we are committed to promoting **Diversity, Inclusion, and Equity** throughout our organization and culture. We strive to understand and appreciate the individuality of every employee and create a better place to work for all. We nurture a culture where everyone positively acknowledges equity through action and is aware, understanding, and appreciative of diversity.

Our vision is to go beyond simple tolerance and fully embrace the things that make each person unique. We recognize that our employees' differences support our ability to advance equity for the communities we serve. Further, we understand that equity is critical to the fulfillment of our mission to help entire communities become better places to live.