



## **Mennonite Disaster Service**

### **Position Open**

**Position Title:** Region 2 Volunteer Development Coordinator

**Job Status:** Full-Time/Exempt position

**Location :** Home-based - in Region 2 (West of the Appalachian Mountains and East of the Mississippi river)

**Revised:** November 28, 2023

**Salary:** \$55,000 – \$68,000

### **Primary Responsibility**

Engage in unit development and create a pipeline of qualified and diverse applicants for leadership volunteer roles within the Mennonite Disaster Service (MDS) network, and resource other volunteers to do the same.

### **Reporting Relationships**

Reports to the Volunteer Development Coordinator (VDC) and Region 2 Board Chair (RBC).

### **Responsibilities**

**Shape, develop and implement the leadership development strategy within the Volunteer Engagement Cycle (VEC). Components of the strategy should include, but are not limited to:**

#### **1. Unit engagement and development**

- Partner with the Region Board Chair (RBC) to work with the regional staff and unit leadership to create unit development strategies, including Church Contact Person (CCP) engagement and development
- Work with unit leaders to identify and strategically engage with potential volunteers for unit leadership needs
- Collaborate with the Volunteer Training Specialist, RBC, regional staff, and unit leadership to support unit training events
- Support long-term unit growth

#### **2. Raising project leadership volunteer capacity**

- Identify and strategically engage with potential volunteers within the region for project leadership roles within the MDS network
- Collaborate with the VDC to ensure volunteer engagement activities and efforts are coordinated across the MDS network
- Mentor and equip volunteers to introduce MDS service opportunities to potential leadership volunteers
- Work with the VDC to create and continually evaluate volunteer recruitment/marketing materials to be used on multiple media platforms in collaboration with the Communications department

#### **3. Framework for leadership recruitment and development**

- Maintain a broad base of knowledge of volunteer opportunities across the MDS network
- Listen for the heart, passion, and skill set of the volunteer, matching the volunteer to an opportunity within MDS and inviting a commitment

- Walk alongside potential leadership volunteers as they discern their engagement with MDS.
- 4. Other tasks**
- Maintain volunteer interaction records in Donor Perfect
  - Participate in unit and region meetings
  - Participate in and contribute to the volunteer team
  - Participate in and contribute to the Region 2 staff team
  - Visit project locations to obtain knowledge of disaster response and volunteer engagement
  - Other duties as assigned

#### **Qualifications**

- Knowledge of and passion for the MDS mission, vision and core values
- Commitment to the Anabaptist faith and peace position and active in an Anabaptist church
- Demonstrated commitment to the MDS lifestyle expectations and Anabaptist shared Convictions as outlined in the Employee Policy Handbook
- 3-5 years of experience in fundraising, communications, or social work
- Certificate or one or two years of training in fundraising, social work, human resources, or related field
- One or more years of experience working with people of another culture

#### **Essential Skills**

- Familiarity with Microsoft Office Suite
- Excellent oral and written communication skills
- Proven conflict resolution skills
- Highly energetic, charismatic approach to engaging diverse groups
- Creative, optimistic/positive, forward-looking
- Proactive with the ability to take initiative and build relationships
- Ability to work effectively in collaboration with diverse groups of people
- Bilingual in Spanish and English a plus
- Availability and willingness to travel up to 35% time
- Physical requirement: Work is mostly sedentary with long periods on the phone and at a computer terminal or traveling
- Work environment: With the use of normal safety precautions typical of offices, meeting rooms, and in commercial vehicles, there is little risk of danger

Resumes may be sent to [jobs@mds.org](mailto:jobs@mds.org)