



MISSION STATEMENT

Homeboy Industries provides hope, training, and support to formerly gang-involved and recently incarcerated people, allowing them to redirect their lives and become contributing members of our community.

Job Title: Stewardship and Volunteer Coordinator

Reports To: Executive Director of Development

Essential Duties and Responsibilities

The Stewardship and Volunteer Coordinator, reporting to the Executive Director of Development, is responsible for supporting Homeboy Industries in fostering a culture of philanthropy by driving stewardship and engagement for the organization. This position seeks to deepen relationships between our donor partners, our volunteers, and Homeboy Industries, allowing them to see the impact they have made. This position will prepare and coordinate donor letters, donor reports, donor recognition, special events and other duties as assigned, in partnership with Gift Officers, Marketing Team and leadership within the organization in a time sensitive, thoughtful, and accurate way. This position will work with our volunteers to facilitate and enhance their engagement with our organization.

Key Duties

- Work with Gift Officers and the Marketing Team to facilitate meaningful donor stewardship and engagement opportunities, including weekly reports to track donations and communications, welcome letters, impact reports and other regular communications for donors designed to show philanthropic impact by individual and institutional supporters.
- Help facilitate strategic and meaningful events for donor cultivation, engagement, and recognition.
- Establish and maintain donor recognition programs on site and online and assist with the creation of communication pieces and delivery of benefits to these groups.
- Support Gift Officers by assisting with donor visits and preparation of materials.
- Assist with the tracking of and reporting of donor interests, engagement opportunities, and giving levels.
- Work with program departments to identify strategic volunteer needs and follow up with interested volunteers in strategic areas.
- Send regular emails to all interested volunteers with updates on Homeboy Industries and ways to be involved.
- Coordinate 6 service days a year to support broader community engagement.

- Provide support for trainee mentorship in their involvement in donor engagement and stewardship.
- Support the Development Operations team with the maintenance of donor records.
- Other duties as assigned.

Basic Qualifications

- A strong alignment with Homeboy Industries' mission and a passion for social justice.
- Foster diversity, equity, and inclusion.
- A detail-oriented self-starter who can work both independently and as a part of a team while multitasking and meeting deadlines.
- Minimum of 2 years' experience in donor relations working for a mid- to large-size non-profit organization, with a preference towards those who have worked in a campaign environment.
- Great skills in communication rooted in strong writing and verbal skills to create accurate and effective reporting and correspondence.
- Strong skills in desktop computing applications, research, Canva, CRM donor database systems with a preference for experience using Raiser's Edge.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Compensation

This is a full-time position with a full benefits package including health, dental, vision, Life AD&D, and retirement account.