



**POSITION:** Assistant Director of Volunteers  
**REPORTS TO:** Senior Director of Development  
**COLLABORATES WITH:** Development Team and all other Covenant House employees.

Covenant House Texas (CHT), part of the Covenant House International (CHI) federation, is committed to giving homeless youth a safe haven of absolute respect, unconditional love, and a path to lasting independence through housing and supportive services. This rewarding role is responsible for the management and implementation of all elements of the Covenant House volunteer programs, in-kind donations, and third-party fundraising events.

### **Specific Responsibilities:**

- Following best practices as designed by CHI and CHT, oversee all aspects of Covenant House Texas' volunteer programs, in-kind donations, and third-party fundraising events.
- With the Senior Development Officer, set revenue and expense budgets, and develop strategies to meet or exceed goals.
- Deliver all aspects of volunteer program training, both internally within CHT and externally with individual and organizational volunteers.
- Serve as primary staff support to the Covenant House Texas Guild and Young Professional auxiliary groups. Maintain a positive, supportive, and excellent working relationship through a strong collaboration and partnership with both groups.
- Assist in the drafting of volunteer training curriculum, budgets, and related documents. Update and maintain volunteer program training systems, delivery, and schedules.
- Update and maintain volunteer database systems, volunteer policies and procedures. In coordination with the Development Team, approach corporations, and individuals for establishing unique volunteer experiences in support of CHT.
- In coordination with the Development Team, manage and staff third-party fundraisers with local businesses and corporations.
- Manage daily operations to establish and maintain volunteer groups and meet goals set by the Senior Director of Development.
- Generate monthly reports on volunteer and fundraising activities.
- In conjunction with the Development Team, coordinate donor site visits and tours through facilities.
- Coordinate and monitor the CHT's obligation to effectively staff all Development events and activities when volunteers are needed.
- Create, maintain, disseminate, and strictly adhere to a calendar of related development deadlines.
- Compose, or compile, and produce reports, correspondence, and other documents as needed.
- Receives and disseminates information via telephone, mail, e-mail, or personal visit, in a timely and professional manner and establishes and maintains positive, professional relationships with contacts.



- Assist in the drafting of event staffing models, specific volunteer duty descriptions, volunteer training curriculum, and related documents.
- Participate in events, meetings and conferences as deemed appropriate and beneficial by the Senior Director of Development.
- Work in conjunction with marketing contractor to promote volunteer recruitment of events to the public, prospective donors, and media; help to design marketing content as well as the use of social media.
- In coordination with the Chief Development Officer and development team, ensure all third-party events are mission-centered through the appropriate incorporation of CHT youth, alumni, staff, and volunteers.
- Build relationships within the community to cultivate new relationships and steward current partnerships.
- In coordination with the Senior Director of Development and Development Coordinator, develop and maintain system for sending appropriate acknowledgments and tax documentation.
- Perform any other duties or special projects as assigned.

### **Position Requirements:**

- Bachelor's degree in a related field.
- Five years of work experience in all phases of non-profit volunteer coordination – three of these years demonstrated management of non-profit volunteer programs, preferably in human services.
- Working knowledge of the Houston philanthropic community.
- Excellent organizational, written, and interpersonal communication skills. Demonstrated ability to think strategically and problem solve effectively.
- Ability to work effectively as part of a team; yet, also capable of working independently with a focus on/adherence to deadlines, best practices, and budget.
- People-oriented, customer service-oriented and able to interact easily and comfortably with others.
- Flexibility with working hours including some evenings and weekends, as needed. A high degree of initiative, flexibility, and diligence.
- Proficiency in Microsoft Office, as well as experienced in accessing and entering database information and developing reports and pertinent donor information. Capable of moving and handling heavy objects up to 25 pounds.
- Valid Texas driver's license and driving record acceptable to agency's insurance carrier.

**Compensation Range: \$70,000 - \$85,000 per year**

**Position Location: Onsite at 1110 Lovett Blvd, Houston, TX 77006**

**Email resume and cover letter to: [Ecokinos@ellencokinos.com](mailto:Ecokinos@ellencokinos.com)**