



Job Posting

Development and Volunteer Coordinator Reports to Executive Director

Summary of Position

Halo House Foundation helps to save the lives of blood cancer patients by providing them affordable and fully furnished housing so they can receive treatment at the Texas Medical Center. Halo House is seeking a Development and Volunteer Coordinator to join its small, dynamic, and mission-driven team. The Development and Volunteer Coordinator is a key person in the organization and will provide support for special event and database management, communications, volunteer engagement, and operations.

Salary Range: \$35,000 to \$42,500

Scope of Responsibilities

Development

Annual Gala and Auction

- Coordinate the following auction activities:
 - Track received and outstanding auction items
 - Input auction items into mobile bidding software
 - Solicit and secure auction items
- Coordinate sponsor recognition
- Create event visuals (donor scroll and other special AV needs)
- Assist in developing content for gala social media
- Assist in post-event reporting
- Assist in packaging of auction items
- Provide support day of event
- Assist with miscellaneous gala needs if/when they arise

Donor Database Administration

- Coordinate all aspects of DonorPerfect to include the following activities:
 - Track financial contributions
 - Input donor and donation data (excluding online gifts)
 - Generate donor correspondence
 - Assist in donation reconciliations

Communications

- Assist in developing quarterly newsletter
- Coordinate website content and updates
- Coordinate social media calendar
- Develop social media content and post to platforms

Volunteers

- Coordinate volunteer engagement and recruitment initiatives
- Engage frequently with volunteers especially resident managers



- Assist in developing volunteer opportunities based on organization needs
- Initiate and coordinate ongoing communication with volunteers

Operations

- Assist with assigning and filling vacant apartments with new residents
- Assist with keeping office calendar and send meeting invites for planned resident and facility events
- Assist with keeping standard operating procedures reference documents current
- Assist residents and guests if/when needed
- Assist with resident rent payments and tracking of rent payment activities
- Assist with monthly expense reconciliations
- Assist with monthly QuickBooks expense entries

Qualifications

- Work independently with high degree of initiative and minimal direction
- Effective time and task management skills
- Effective organizational skills
- Manage and balance multiple priorities
- Excellent interpersonal skills, both verbal and written, for donor, resident, guest, and vendor interaction
- Work and communicate with a wide range of people
- Detail-oriented
- Friendly and professional demeanor
- High proficiency with Microsoft Office Suite
- Work effectively in a team environment with a high degree of flexibility
- Some evenings required/recommended to attend resident events
- Experience with DonorPerfect much preferred
- One to two years professional and/or nonprofit work experience preferred
- Bachelor's degree required

To apply for this position please email elisa@halohousefoundation.org and attach a resume and in body of email provide summary of qualifications and interest. Thank you!