Email info@rahabshope.org or call 413-340-4673 if you are interested in volunteering. Resumes should be emailed for positions that require an interview (which has been specified below).

**Fundraising Coordinator**

**Have Fun, Work Hard and Raise Money For Our Cause**

**Responsibilities:**

* Planning and executing 1 - 2 fundraisers per year.
* Promote event
* Identifying and soliciting major gift prospects.
* Developing and managing efforts to identify, solicit, communicate and renew annual donors.
* Planning, management and execution of annual fundraising events including development and solicitation of corporate sponsorship, coordination of logistics, management of volunteer committee and volunteer recruitment.
* Development and distribution of event marketing materials.

**Reports to:** Executive Director or Board of Directors

**Time Commitment:** The Fundraising Coordinator will provide approximately 10 - 15 hours a month. Hours may vary varying upon the project type and the number of volunteers participating on the volunteer committee.

**Qualifications:**

* Potential volunteers must be motivated and committed to helping others.
* Demonstrated success and evidence of ability to plan and execute a fundraising campaign or marketing events.
* Ability to create and manage fundraising or marketing budgets.
* Strong leadership, organization and time management skills.
* Strong communication skills, including ability to write and speak persuasively
* Some experience in the non-profit sector or in a similar role will be helpful.

**Support Provided:** A one-hour orientation will be provided. The Board and Executive Director are available on an ongoing basis for any additional assistance as needed.

**Interview and orientation required**

**Fundraiser Committee Member**

**You help our events come to life!**

Our fundraising committee gathers to brainstorm various fundraising ideas that will help us meet our financial goal and introduce potential supporters to our mission. Members will participate in the planning, executing and volunteering during each event (if necessary). The team will accomplish 2 fundraising events/year and meetings are currently conducted via conference calls for 1 hour/month. On occasion, the committee may need to meet in person to finalize plans.

We are looking for people who enjoy planning events and are interested in helping us to reach and/or exceed our fundraising goals.

Also, if you have leadership skills and have experience leading teams and executing event successfully, we are looking for you to join us.

**Marketing Guru**

**Brand building!**

**Responsibilities**

* Manage social media campaigns
* Create written and graphic content for organizations website and social media accounts.
* Design and create documents for print and digital distribution, including - but not limited to - ads, brochures, posters, flyers, newsletters and email blasts.
* Collaboration with the President regarding Rahab’s Hope image and marketing goals.

**Time Commitment:** Approximately 1-2/hours per week. Hours may increase or decrease depending on the project.

**Minimum Qualifications**

All creative talents welcomed. If you have a knack for marketing please join us.

Bachelor’s degree in marketing and/or communications or equivalent (Preferred).

**Interview and orientation required**

**Case Manager**

**The Case Manager position is a very rewarding opportunity of service to our community!**

**Case Manager Job description:**

Rahab’s Hope is looking for a Case Manager to assist individuals/families at risk of homelessness or exiting homelessness with rental assistance. We are seeking a volunteer who is positive, optimistic, honest, patient and compassionate.

The duties outlined would include but are not limited to the following:

* Intake: Review Application and conduct initial assessment
* Connect persons with external resources to promote self-sufficiency
* Create a budget and assist with housing stability plans (when necessary)
* Return calls and answer questions regarding our services and applicant eligibility
* Document program participants data and resources/service recommended
* Follow-up with previous program participants after 6 months
* Monthly follow-up with households that require financial assistance for up to 3 months
* Sharing words of hope and encouragement
* Offering prayer and/or sharing the gospel of Jesus (Not required)

\*We do not have an office space, therefore volunteers can work remotely at home, however we prefer someone to live within Montgomery County in case an applicant needs face to face assistance. Applicants typically do not need to meet in person, but please keep in mind that some applicants do not have access to a computer.

**Time Commitment:**

Monday – Friday (4:30 – 7:30pm) – These is are our current hours of operation, however we are flexible with the hourly shift. A maximum of 15 hours/week.

**Requirements:**

* Reliable transportation
* Internet services and computer with security

**Skillset:**

* Organized, Basic computer skills, Budgeting Skills, Relationship building skills
* Excellent written/verbal communication skills, Ability to communication with persons in despair and under stress
* Strong organizational, interpersonal and written communication skills

**Board Secretary**

You make our communication effective and our documentation organized.

**Position**

The secretary position of Rahab’s Hope plays a critical role in fostering communication and diligence through proper management and utilization of important records such as meeting minutes and the organization’s bylaws.

The secretary position is an active conduit for communication by giving proper notice of any meetings and timely distribution of materials such as agendas and meeting minutes. Additionally, the secretary should be knowledgeable of the organization’s records and related materials, providing advice and resources to the board on topics such as governance issues, amendments to the state laws, and the like, that will assist in fulfilling duties. As the custodian of the organization’s records, the secretary is responsible for maintaining accurate documentation and meeting any legal requirements such as annual filing deadlines. The secretary is responsible for reviewing and updating documents as necessary and ensuring all documents are safely stored and readily accessible.

**Secretary Responsibilities**

* The corporate secretary will keep, or cause to be kept, a book of minutes of all meetings of directors and directors.
* File for the annual corporation annual report each year which will require office address and the names and addresses of directors and officers
* Keep the names of the directors/officers and their addresses.
* Keep a copy of the bylaws of the corporation, as amended or otherwise altered to date, certified by him or her.
* Keep copy of all non-profit documents.
* Will give notice of all meetings of directors by the provisions of these bylaws.
* Be familiar with and refer to the bylaws, especially for the guidelines covering the place of meeting, special meetings, notice of meetings, waiver of notice, quorum & voting and action without meeting.
* Create newsletters and brochures at least twice a year (when/if necessary)
* The secretary is responsible for updating and keeping track of supporters and their contact information.
* Provide supporters with contribution receipts as requested or at the end of the fiscal year.

**Fundraising**

Rahab’s Hope Board Members will consider Rahab’s Hope a philanthropic priority and make annual gifts that reflect that priority according to the Board giving policy. So that Rahab’s Hope can credibly solicit contributions from foundations, organizations, and individuals, Rahab’ Hope expects to have 100 percent of Board Members make an annual contribution that is commensurate with their capacity. Board members will participate in at least one fundraiser per year and/or solicit volunteers for fundraising events.

**Board terms/participation**

Rahab’s Hope Board Members will serve a three-year term to be eligible for re-appointment for additional term. Board meetings will be held quarterly.

**Qualifications**

This is an extraordinary opportunity for an individual who is passionate about Rahab’s Hope mission and who has a track record of leadership and service. Selected Board Members will have achieved leadership stature in business, government, philanthropy, or the nonprofit sector. His/her accomplishments and service will allow him/her to attract other passionate, well-qualified, high-performing Board Members.

**Ideal candidates will have the following qualifications:**

* Outstanding verbal, written and organizational skills
* Excellent Communications skills
* Excellent computer skills: Microsoft Word, Excel, Google Drive, Email, etc
* Experience working on a Board (preferred)
* Experience working with Non-profit organizations (preferred)
* Passion and desire to service the homeless community

**Interview and Orientation Required**

Service on Rahab’s Hope Board of Directors is without remuneration.