

Position Summary

Title: Volunteer Coordinator

Status: Full time, exempt

Reports to: Development Director

Hours: 9am-5pm Monday through Friday, 1-2 weeknight or weekends per month required (work schedule can be shifted to accommodate for evening hours)

Pay Range: \$42,500-\$47,500 annually, plus benefits (based on experience and skill sets)

Rocky Mountain MicroFinance Institute (RMMFI) is focused on reimagining social and economic inclusion in Denver and beyond. This is your chance to join us as we create community wealth through strategic investments in people and businesses. RMMFI puts its entrepreneurs first as we thrive to be an energetic and creative workplace caring about the work we do and the people who do it. In the past 10 years, RMMFI has helped launch 199 local small businesses through our Business Launch Boot Camp and provided over 195 micro-loans to graduates. More information about RMMFI can be found at www.rmmfi.org.

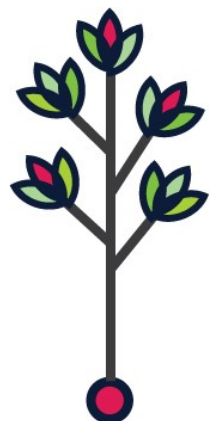
The Ideal Candidate is:

- A great communicator and can solve problems independently and with a team.
- Able to build networks and create positive connections/partnerships.
- Is passionate about their work and inspires others.
- Is able to think creatively to get work done.
- Turns ideas with potential into reality.
- Demonstrates excellent writing and presentation skills.
- Exhibits pride in achieving results AND in the way results are achieved.
- Flexible and able to support change and growth within the organization
- Not afraid to ask questions and learn

Essential Duties

Volunteer Responsibilities

- Prospect, recruit, train, and cultivate volunteers
- Work closely with program staff to clarify programmatic needs
- Build genuine relationships with volunteers and community partners
- Coordinate volunteer communications including monthly e-newsletter
- Volunteer tracking/reporting and recognition processes
- Promote relevant events, campaigns and Entrepreneur activities to the volunteer community
- Set up volunteers for success through empowering support systems
- Collaborate with the development staff to ensure consistency between human and financial resources
- Implementation of volunteer strategies to meet organizational goals
- Responsible for all volunteer-specific activities and events



Community Building

- Build connections in new communities, both geographically and demographically for RMMFI
- Deepen existing relationships
- Act as a spokesperson for the organization as needed
- Coordinate RMMFI 101 outreach sessions 3-5 times per year
- Coordinate Community Ambassador program for community outreach
- Support RMMFI's annual fundraiser and special events
- Travel within the Denver Metro Area for cultivation, recruitment, and events

Technology Qualifications

- Proficient in all MS Office products as well as Google Suite
- Experience with the use of Facebook, Twitter and Instagram
- Experience with email marketing software such as MailChimp, MyEmma or Constant Contact.
- Able to quickly adapt to new technology solutions

The successful candidate will be an enthusiastic people-person who is self-motivated, entrepreneurial, a team player, and willing to take complete ownership of critical duties. Rewards include a robust benefits package (including professional development opportunities, active lifestyle and personal enrichment benefits), competitive salary, and the knowledge that the results achieved will directly impact a growing organization that is at the cutting edge of social and economic development in Denver.

Application Process Interested applicants should tell us why you are interested in this position, send a resume, and at least 3 references to jobs@rmmfi.org. No phone calls or direct messages to staff members, please. Applications accepted until position is filled. Thank you for your interest in Rocky Mountain MicroFinance Institute.

The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described, nor are they intended to be such a listing of skills and abilities required to do the job. Rather they are intended only to describe the general nature of the job.

In all their dealings, the Rocky Mountain MicroFinance Institute does not discriminate based on: age; ancestry; creed; color; mental or physical disability; gender; gender identity, expression or characteristics; marital status; national origin; political service or affiliation; race; religion; sex; sexual orientation; veteran status; or any other classification protected by federal, state or local law. RMMFI is also committed to an equitable and inclusive work environment.

Revised 18 July 2018

