



Operations and Development Coordinator

Job Description

Reports to: Executive Director

Status: 10 to 20 hours per week

Compensation: \$16 to \$20 hourly, without benefits

ABOUT COVER Home Repair

Established in 1998, COVER Home Repair is a nonprofit organization that works with volunteers and income-qualifying homeowners to complete urgently needed home repairs. Our mission is to foster hope and build community. We bring people together to share their stories and their time to help a neighbor in need by completing urgent home repairs. We seek to engage hearts, minds and bodies to break down barriers and build not only roofs and ramps but stronger and more resilient communities. COVER is an equal opportunity employer that supports diversity, equity and inclusion.

POSITION OVERVIEW

The Operations and Development Coordinator is responsible for supporting the Executive Director with COVER's development efforts and program operations. This is an hourly, non-benefited position.

PRIMARY RESPONSIBILITIES

Technical Support

- Enter donor gift information accurately into Little Green Light; maintain excellent donor records and financial data; and generate database reports.
- Maintain donor confidentiality.
- Track grant reporting and proposal deadlines and update spreadsheets accordingly.

Communications and Relationship Support

- Send gift acknowledgement letters and emails.
- Help to nurture donor relationships by keeping donors apprised of their impact and conveying appreciation for their support.
- Aim for a satisfying and meaningful donor experience – our donors include financial donors as well as materials donors to the COVER Store.
- Promote business sponsorship opportunities and follow-through with sponsors.
- Support the Executive Director with planning fundraising events and celebrations.

Secondary Responsibilities

- Help support home repair program and store operations.
- Manage and oversee daily operations, monitor performance of operational activities, and coordinate and provide administrative support.
- Other duties as requested.

Skills

The ideal candidate is detail-oriented, good at problem-solving, and passionate about COVER's mission.

- Ability to manage and nurture relationships and build trust.
- Excellent attention to detail and follow-through.
- Strong communication and interpersonal skills, including the ability to write persuasively.
- Ability to multitask and excellent organizational skills.
- Good judgement and use of discretion.
- Solid skills and experience related to database entry and management, Google Suite (Docs, Sheets, and Drive), and MS Word, Excel.

Work Environment

- Work is primarily completed on a computer. The Operations and Development Coordinator should be able to effectively communicate by email, phone, and in-person.
- This position is meant to be primarily in-office.

General Development Timeline

- January-March: keep track of grant proposals and reports, reach out to new and potential store donors and business sponsors, support ED with spring appeal and annual report.
- April-Sept: keep track of grant proposals and reports, help with planning fundraising events and celebratory/appreciation events.
- Oct-Dec: keep track of grant proposals and reports, database entry, and support ED with fall appeal efforts.

DIVERSITY, EQUITY & INCLUSION STATEMENT

COVER acknowledges it is easy to focus on the differences that separate us; we look to bridge those differences and share in our common human experience. COVER welcomes the unique contributions each person brings in terms of their education, opinions, culture, ethnicity, race, sex, gender identity and expression, nation of origin, age, languages spoken, veteran's status, religion, disability, sexual orientation, recovery status, criminal histories and beliefs.