

Volunteer & Donor Communications Coordinator – Job Posting

WHO WE ARE

Friends of Grand Rapids Parks has a bold vision of Grand Rapids being a thriving, nature-connected city where all can access the benefit of the outdoors. We achieve this by fostering vibrant partnerships with the City of Grand Rapids Parks and Recreation Department and other community stakeholders, and by actively engaging residents and volunteers in the stewardship of our precious green spaces. We believe that thriving parks, healthy trees, and accessible trails are fundamental to a flourishing community. We do this work through our core values of:

- Community Driven
- Open to Learn, Ready to Share
- Respect & Compassion for People & Place
- Enthusiastic & Playful
- Follow Through

WHAT YOU'LL DO

We are searching for a Volunteer & Donor Communications Coordinator to help connect people with meaningful opportunities to support Grand Rapids parks. This person will support volunteer, fundraising, and communications functions of the organization. They are directly responsible for managing volunteer and donor databases, volunteer recruitment and placement, volunteer recognition and retention, annual campaign communications throughout the year, and supporting digital communications. They may also be engaged to support special projects or community events as needed. This position reports to the Communications & Marketing Manager and will collaborate with peers across the organization. This is a full-time, non-exempt position.

In this role, you will be accountable for the following functions:

Volunteer & Donor Database Management: Manage donor and volunteer databases to provide accurate data, consistent communications, and responsive support to foster positive relationships between Friends of Grand Rapids Parks and external stakeholders.

Volunteer Recruitment & Placement: Coordinate with program staff to identify volunteer opportunities and connect current and prospective volunteers with those opportunities, providing volunteers with a welcoming and inclusive volunteer experience.

Volunteer Recognition & Retention: Lead volunteer recognition efforts and coordinate events and initiatives that celebrate volunteer contributions.



Annual Campaign: Working from annual fundraising plans, supporting annual fundraising campaigns through donor appeals and engagement activities.

Digital Communications Support: Coordinate digital communications, including email campaigns, newsletters, website content, and event promotion, to keep supporters informed and engaged. Provide analytics as needed to monitor the effectiveness of digital communications.

WHO WE'RE LOOKING FOR

This is an entry-level position for someone with a bachelor's degree or equivalent experience in Fundraising, Non-profit Administration, Communications, Project Management, or a related field.

We're seeking a person with excellent written and interpersonal communications skills, who is highly organized, proactive, and able to juggle multiple priorities. We would love to find someone with experience with managing a CRM or database (Bloomerang), website updates (WordPress), fundraising and/or relationship management, and volunteer coordination. This role will work as a part of a development and communications team and cross-functionally with program staff. And as always, a passion for parks, green spaces, and the mission of Friends of Grand Rapids Parks, with a commitment to inclusion and community centered work, is deeply important to our organizational culture.

This role may be required to work pre-scheduled evenings and weekends, as needed.

WHAT YOU'LL GET

- Annual Salary Range of \$42,000 - \$48,000
- Health Insurance Coverage or Opt-Out-Credit
- Simple IRA Retirement savings plan
- Cell phone stipend
- Protective footwear reimbursement
- Flex time
- 20 days annually of paid time off (PTO)
- 11 paid holidays + 2 floating holidays
- The office is also closed for the week between Christmas & New Year
- Medical and parental leave

We believe that diversity, equity, and inclusion are not only essential values, but also powerful drivers of our innovation and success. We invite individuals from all



backgrounds, regardless of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, hairstyles, or any other characteristic to join us and create a workplace where diversity is not just acknowledged but celebrated. Together, we will build a company that reflects the rich diversity of the world around us; driving positive change within our organization and our community.