

DIAMOND IN THE ROUGH

Volunteer Opportunities

VOLUNTEER TITLE:	COMMUNITY DEVELOPMENT OFFICER
VOLUNTEER CATEGORY:	Support
COMMITMENT TIME:	Long-term/Flexible
AREAS OF INVOLVEMENT:	Community relations

RESPONSIBILITIES:

- Responsible for initiating and cultivating long-term relationships and building financial, in-kind, volunteer labor, and community support among (but not limited to) local governmental entities, educational institutions, charitable and church-affiliated organizations, civic associations, etc..
- Represents Diamond In The Rough (DITR) in community/economic development activities and initiatives.
- Responsible for ensuring company visibility in all aspects of the community, establishing and maintaining relationships with other organizations in the community to meet and not duplicate needs and services.
- Assists in the coordination of impact luncheons and community orientations.
- Acts as staff liaison, supporting and assisting in the recruiting of committee volunteers for various committees and positions.
- Gives interviews (all media formats) in a manner that conveys the DITR mission and passion that instills a desire to engage in DITR programs.
- Responsible for representing DITR at public ceremonies and makes presentations to potential partners, corporations, civic groups, service and faith-based organizations, and schools enhancing their willingness to give.
- Responsible for creating and facilitating supporter acknowledgment and recognition.
- Provides support as required to achieve the DITR's strategic objectives.
- Assesses DITR's in-kind or financial needs and pursues relevant funding options.

QUALIFICATIONS:

- Ability to independently manage multiple campaign activities and initiatives as required.
- Ability to exhibit professional and personal integrity, sensitivity and discretion in all matters and agrees to protect confidential donor/partner information as dictated by assignment and or policy.
- Must have excellent written, oral, and interpersonal communications skills.
- Ability to build and maintain effective working relationships with volunteers, parents, donor/partners, and colleagues.
- Ability to assist in the monitoring of donor/partnering communications to insure donor/partner satisfaction.
- Must have basic computer skills including word processing and spreadsheets.