

ROLE DESCRIPTION

Position Specifics		
Position Title	Coordinator- Volunteer Program & Fundraising	
Department & Function	Corporate Relations	HoD: General Manager- Corporate Relations
Location	Dhunela	Grade XXXXXX
Employment Status	Permanent	Time frame XXXXXX Time frame XXXXXX
Date of review of Position Description	XXXXXX	

Purpose of this position
<p>Oversee and execute all activities related to the Volunteer Program & Fundraising (driven by volunteers) such as onboarding & induction of volunteers, carving out their assignments, coordinating for volunteering sessions (in-person and virtual), maintaining database, end-to-end supervision to volunteers, raising funds through volunteers etc. The role includes lead generation to expand professional volunteering base, initiate paid fellowship program for students, fundraising initiatives driven by volunteers etc. Thus, it requires, a blend of strategic vision and hands-on execution to inspire and mobilize volunteers while also strategically identifying and pursuing fundraising opportunities.</p>

Operating Network		
Supervisor's Designation	General Manager	
Supervisor's Name		
Direct Reports	General Manager	
Indirect Reports		
Interactions	External Volunteers and related stakeholders- Students, Professionals, School groups and others	Internal Academics and other functions

General Description / Information
<ol style="list-style-type: none"> 1. Be the first point of contact for all inquiries related to volunteering at Lotus Petal Foundation such as from students, professionals, schools, NGOs, corporates etc. 2. Coordinate with academic team and other functions to know volunteering requirements and develop volunteers' assignments accordingly.

3. Ensure that all the volunteering sessions/ assignments are successful and reflect the organization's mission and values.
4. Coordinate with all the relevant SPOCs/ teams such academics, IT, facility etc. for proper planning and smooth execution of all aspects of the volunteer program.
5. Strengthen the internal systems to make onboarding, induction, placement, evaluation and exit of volunteers smooth & fruitful.
6. Maintain accurate records of volunteer profiles, hours contributed and impact metrics using database systems/ spreadsheets.
7. Research about companies and identify & connect with those having "Corporate Volunteer Grant Programs" to initiate paid employee engagement opportunities.
8. Attend events, fairs and corporate functions/ conferences to increase visibility for the organization and raise awareness about the work we do to garner more support for the cause.
9. Keep track of funds raised through volunteers/ fellowship program/ volunteering events
10. Any other work assigned by the supervisor.

Activity list

Critical information		
Access to confidential information	Yes	<ol style="list-style-type: none"> 1. Funding details 2. Volunteers details 3. Donor details 4. Beneficiary details

Basic requirements	
Educational Qualification	Any Graduate with strong communication, and relationship-building skills.
Experience	<p>1-2 years work experience in working directly with children and/ or volunteers. (Person with academic experience will be preferred)</p> <ul style="list-style-type: none"> - Computer savvy, able to work on word, ppt and excel. Knowledge of Canva or any other designing tool will be an added advantage. - Excellent written and verbal communication skills - Highly organized and detail oriented with excellent coordination and time management skills

	<ul style="list-style-type: none"> - Creative, flexible and self-motivated person with a positive & proactive attitude - Should be a team player and able to work with a diverse group of people. - Sound judgment, integrity, and respect for confidentiality are non-negotiable attributes
Language fluency	<ul style="list-style-type: none"> • English, Hindi
CTC Band	<ul style="list-style-type: none"> • FIXED- XXXXXX
	<ul style="list-style-type: none"> • VARIABLE- NA