

Mustard Seed Communities

Associate Director of Volunteer Engagement

Full-time Position based in Medfield, MA (15 miles outside of Boston)

Organization Overview:

Mustard Seed Communities (MSC) is an international nonprofit organization dedicated to caring for the most vulnerable populations throughout Jamaica, Nicaragua, Dominican Republic, Zimbabwe and Malawi. Founded in 1978, MSC provides loving and lifelong care to over 600 children and adults with disabilities, children affected by HIV, and young mothers in crisis. In addition, MSC manages sustainable agriculture initiatives and provides education, nutrition, and vocational training to marginalized communities. MSC is a faith-based organization, inspired by the healing and caring ministry of Jesus Christ.

MSC has an annual budget of over \$5M and is growing steadily with a committed base of donors throughout the United States. Over 1,400 volunteers participate in MSC's mission program each year. The mission program provides volunteers with the unique opportunity to live and work among MSC residents and staff. As a result of experiencing the work of MSC firsthand, mission volunteers often become MSC's biggest supporters and advocates. Mission volunteers play a critical role in the development and fundraising of MSC USA.

Visit www.mustardseed.com for more information.

Position Overview:

Reporting to the Director of Fundraising and Donor Engagement, the Associate Director of Volunteer Engagement is responsible for the design and execution of a portfolio of mission trip volunteer teams on an annual basis, including the recruitment and management of volunteers; qualification, cultivation, solicitation, and stewardship of volunteers and other constituents. Through strategic planning and communication, the Associate Director will focus on lead generation and guiding peer-to-peer (P2P) programming. The Associate Director will direct initiatives that create new volunteer programs and grow existing programs in order to advance engagement and philanthropy to support Mustard Seed Communities' growth.

This position will collaborate closely with the Associate Director of Communications and Digital Engagement as well as the Associate Director of Fundraising and Stewardship to engage new volunteers, to develop donor strategies, and to identify leadership prospects.

Responsibilities Include:

- Develop and manage relationships with Mission Team leaders resulting in increased engagement throughout the year; identify opportunities to increase program participation
- Manage and oversee logistics for mission trips including online registration, training, fundraising updates, and regular communication with mission teams

- Liaise with in-country staff to prepare mission trip itineraries and work projects, as well as organize team trips and reservations
- Partner with the Associate Director of Fundraising and Stewardship to steward mission teams in order to increase donor conversion and retention rates
- Work with the Director of Fundraising and Donor Engagement to identify leadership prospects; develop and execute Executive Immersion opportunities for these prospects
- Develop strategies to grow peer-to-peer fundraising programs in order to grow MSC's donor base outside of mission trip volunteers
- Assist peer-to-peer participants with set-up, promotion, and strategy, as well as run performance reports as requested
- Responsible for building the vision, strategy and operations needed to establish external partnerships to support the work of Mustard Seed Communities around the world
- Identify Gift-in-Kind donors and manage in collaboration with the Director of International Programs
- Identify other volunteer opportunities

Qualifications:

- Dedication to MSC's mission
- BA/BS and a minimum of 3 to 5 years professional experience managing volunteers
- Familiarity with international missions or community service trips
- Comfortable working with diverse populations
- Excellent verbal and written communication skills
- Superior interpersonal skills; ability to build strong, meaningful relationships
- Highly self-motivated and goal-oriented, enthusiastic self-starter
- Ability to manage and prioritize multiple projects in a fast-paced environment
- Strategic thinker with strong organizational skills and attention to detail
- Collaborative working style and an eagerness to learn from others
- Strongly prefer experience with Blackbaud's Raiser's Edge NXT and TeamRaiser
- Spanish language skills a plus

All interested candidates should submit a cover letter and resume to careers@mustardseed.com