

Job Title:	Rise Drive Coordinator	Department/Group:	Development
Location:	Hightstown, NJ	Travel Required:	Local
Level/Salary Range:	Volunteer / grant driven	Position Type:	Part-Time
Will Train Applicant(s):	Yes	Posting Date:	

RISE Core Values	
<p>Community</p> <ul style="list-style-type: none"> ● Put our clients at the heart of everything we do/ provides client-centered care ● Treat clients as Family, not just a number ● Work creatively with local partners to provide the best services possible for our clients ● Develops trusting relationships with clients, staff, and resource providers <p>Compassion</p> <ul style="list-style-type: none"> ● Respectful of everyone's view ● Seek to understand clients' priorities, needs, abilities, and limits. ● Actively listen and empathize with clients <p>Teamwork</p> <ul style="list-style-type: none"> ● Exemplify a positive team spirit ● Ask for feedback from colleagues ● Listen and respond to feedback from colleagues ● Assist colleagues when needed 	<p>Adaptability</p> <ul style="list-style-type: none"> ● Open-minded and willing to change and do things differently ● Listen and respond to feedback from clients, volunteers, and colleagues ● Willing to do what's needed on any given day, even if it is not in the job description ● Open to learning and growing and considering new ideas ● Ability to multitask <p>Integrity</p> <ul style="list-style-type: none"> ● Open and honest with clients ● Maintain client confidentiality ● Don't make promises to clients ● Open and honest with colleagues ● Promote the reputation of RISE within the community

Job Description
<p>ROLE AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> ● Liaise between Rise Staff and Drive Leaders to provide seamless support to Teams involved with Fundraising drives. ● Protect and manage access to Rise data; provide consistency across Rise Drives and the Rise Brand; and work to create a positive, rewarding experience among drive Volunteers, Donors and Clients. ● Work closely with Volunteer Coordinator to provide Volunteer Contact Information needed for Drives ● Act as go-between between the Rise Master Database, the Drive Leader, and information being extracted from or input to the Database ● Coordinate additional Rise Staff involvement/support to the Drive Leader ● Coordinated Rise resources such as copies, printing, office supplies, stationery, petty cash, food and drink etc. ● Create and manage Drive Calendar to synch with Rise events ● Create and update Sign-Up Genius to optimize participation. ● Prepare for and manage drive events and volunteer days to include welcome, coordinate volunteer tasks, follow-up with thank-you and feedback. <p>PREFERRED SKILLS AND QUALIFICATIONS</p> <ul style="list-style-type: none"> ● Interpersonal skills are critical to create and maintain a positive, optimistic, happy environment for customers and staff. This includes phone and face-to-face communication. ● Proficiency in Word, Excel, and Google Docs ● Accuracy of data input <p>ADDITIONAL NOTES</p> <ul style="list-style-type: none"> ● Rise Drives - MLK Sleepy Time Drive, Springtime Spruce Up, Mothers Day/ Fathers Day Diaper Drive, Back Pack Drive, Thanksgiving Food Drive, Holiday Program and Party ● Day of Service MLK, Volunteer Thank-You party, Rise Art Walk (summer campers)