

VOLUNTEER COORDINATOR

Primary Responsibilities:

- Work with the officer team to determine the team's needs for help and then the best way to get volunteers into those areas to help—such as fundraising and events
- Rally and organize individual volunteers and teams of volunteers to support the organization's needs and growth
- Work on volunteer recognition and appreciation events within limited budget and resources
- Plan the annual member social/membership meeting (and, if time, other small member social events throughout the year)
- Find ways to better connect the membership to the organization, build communication, to create a feeling of TDV culture and pride in the organization
- Create systems and processes to manage and organize volunteer work—such as a way to identify members with special skills and interests
- Recruits volunteers for TDV work and recommends assignments that will make the best use of individual talents

REQUIREMENTS:

- Total people person—enthusiastic, inspiring, articulate, peppy yet professional
- Great at rallying teams, organizing people, and managing people resources for the good of the organization
- Great team player—someone able to interface with the officer team and the membership at large
- Creative and energetic, highly organized

Fundraising and Giving

Primary Responsibilities:

- Create TDV's first Fundraising Plan and Strategy
- Work closely with the officer team to ensure a plan that is reasonable given TDV's existing financial and human resources, and that is closely aligned with the strategic plan
- Effectively work with volunteers, advisors, the officer team (and potentially paid consultants) to raise funds for TDV, meeting goals and targets
- Documenting all efforts for transparency and future officers
- Requires proven, high level of expertise working on fundraising strategies and plans

Other responsibilities may include:

- Targeting businesses for donations, in-kind or otherwise
- Organizing appeals and other mailings
- Organizing fundraising events (amount/year to be determined in conjunction with the officer team)
- Creating (with our communications and marketing officer; web team) fundraising related materials for print and web
- Maintaining Donor/Sponsor list

Events Coordinator

Primary Responsibilities:

- Organizing and managing TDV's own events such as the annual member meeting and several smaller ones at the team's discretion
- Organizing and managing TDV's attendance at several dog-events each year (such as Shelburne Goes to the Dogs, Canines and Company, Derby Line day, and more!)
- Managing volunteers in support of events

Requirements for all officers:

- Attend monthly officer team meeting (these alternate taking place in the Burlington area and the St Albans areas)
- Have frequent access to email and the internet (to use our TDV officer forum on the web)
- Be a team player and enjoy working on a dynamic, collaborative dedicated team
- Working basic knowledge of Microsoft Word
- Willingness to engage in open supportive communication with fellow officers