

## **Friends of Plant Conservation Volunteer Coordinator Position**

**March 2019**

### **JOB DESCRIPTION**

The Friends of Plant Conservation (FoPC) is currently seeking a Volunteer Coordinator to provide community relations, perform fundraising efforts and coordination of volunteers. Volunteers will engage in activities related to ecological stewardship on selected NCDA&CS Plant Conservation Program (PCP) Preserves. PCP manages a 14,000-acre system of 26 preserves dedicated to protecting North Carolina' imperiled plant species. The Program's mission is to conserve the imperiled native plant species of North Carolina in their native habitats. The Friends of Plant Conservation is a non-profit organization that supports the efforts of PCP to preserve rare plants in unique habitats through education, resource development, and advocacy.

Primary duties of this position include finding and training volunteers to work onsite at PCP Preserves, conducting fundraising efforts and applying for grants to keep the position funded. Friends of Plant Conservation (FoPC) will support the contract for a time-limited part time position (up to 20 hours per week). This position will be guaranteed funded for 16 months. At that time the position may be evaluated and refined to meet the continuing needs of PCP/FoPC.

The successful candidate will have a minimum of 2 years conducting fundraising efforts and coordinating and overseeing volunteer groups. Graduation from a four-year college or university with a degree in business, marketing, media, communications or natural sciences is preferable. However, an equivalent combination of experience, relevant coursework or participating in student-led/volunteer non-profit organizations will be considered.

#### **Role Summary:**

- Develop an individual fundraising program to diversify revenue streams and provide long-term sustainability within FoPC's funding source.
- Research prospective donors and conduct fundraising efforts in coordination with FoPC.
- Evaluate the success of previous fundraising events and examine records of previous donors.
- Develop strategies to encourage new or increased contributions.
- Schedule and assist with leading volunteer stewardship workdays in coordination with FoPC and PCP.
- Enlist and engage with volunteer groups, site stewards, members of the public, sponsors and other partners regarding volunteering related to PCP's mission.
- Coordinate volunteers to perform activities related to Program goals.
- Document, track and regularly report all volunteer work hours.
- Attend community events, meetings, or conferences to promote organizational goals or solicit donations or sponsorships.
- Report to the President of FoPC (PCP staff would coordinate activities and provide direction to the position).
- Maintain consistent communication with central PCP office located in Raleigh, NC.
- Assist with other activities as assigned.

### **Knowledge, Skills and Abilities**

- Experience with face to face fundraising or organizing a campaign.
- Contemporary principles and practices of volunteer management and supervision.
- Ability to lead, coordinate and motivate volunteers in the field.
- Ability to provide both oral and written communication that is easily understood and direct in its content. Exceptional communication skills are necessary to communicate the message of the Program to potential volunteers or donors.
- Ability to establish and maintain effective, respectful and productive working relationships with department staff, citizen groups, government officials, volunteers, community organizations and the general public.
- A detail oriented individual is desired due to the large volumes of data the candidate will manage including lists of volunteer names, phone numbers and media contacts.
- Must be highly self-directed, well organized and comfortable completing tasks with a minimum of supervision.
- Proficiency with Microsoft Outlook, Word, Excel and social media (Facebook, LinkedIn, Twitter).
- Valid Driver's License.

### **Salary/Work Hours**

- Hourly rate of \$22/hour plus travel reimbursement based on NC Travel Subsistence Rates.
- Schedule will be established at 20 hours per week, flexibility on work station and daily hours worked.
- Position does not include health insurance or other benefits.
- Worker's Comp coverage is provided.

### **Application should be sent to the address below by March 27, 2019:**

Friends of Plant Conservation  
c/o NCDA&CS – Plant Industry Division  
1060 Mail Service Center  
Raleigh, NC 27699-1060

### **Application form is available at Friends of Plant Conservation web site:**

**<https://www.ncplantfriends.org>**

Application should include a letter describing the applicant's qualifications and a current CV, leading applicants will be interviewed.