Part-Time Community Engagement and Donor Relations Coordinator

Location: Hybrid with flexible hours. Headquartered in Northern Illinois
Estimated Hours: 15–20/week
Compensation: $20-30/hr. based on skills and experience
Reports to: Executive Director

Hope for Haitians, an international nonprofit engaged in comprehensive and sustainable development in Haiti, is seeking a warm, people-centered communicator to join our team as a Community Engagement and Donor Relations Coordinator. This is a relationship-driven role focused on connecting directly with volunteers, donors, and local partners.

Key Responsibilities

Donor Relations and Stewardship

- Make personal connections through phone calls, handwritten notes, and in-person visits when appropriate
- Help maintain strong donor relationships through timely thank-you messages and event invitations
- Coordinate with the Executive Director on key donor touchpoints and follow-ups

Volunteer Support

- Serve as the first point of contact for volunteer questions and connections, and participate in event-related committees
- Onboard, encourage, and thank volunteers, especially those supporting events or special projects
- Assist with scheduling and communications to keep volunteers engaged and informed

Community Engagement

- Represent Hope for Haitians at local outreach events, church and community presentations, and fundraisers
- Build and maintain relationships with community partners who host events or campaigns on our behalf
- Coordinate communication with churches and media outlets
- Support communication efforts via email, Zoom updates, mailings, and social media
- Assist in developing updates on our work in Haiti, and share them in ways that resonate locally and foster connection

Ideal Candidate

- You might be a great fit if you are:
- A natural people-person who enjoys meeting, encouraging, and connecting with others
- Thoughtful and organized in your follow-up - someone who remembers birthdays or notices when someone goes the extra mile
- Comfortable on the phone, in person, and in community settings
- Inspired by Hope for Haitians' mission and able to represent it with warmth and integrity
- Able to work independently but collaboratively, especially in a small nonprofit environment

Preferred Qualifications

- Prior experience in donor relations, customer service, volunteer coordination, or outreach roles
- Excellent verbal and written communication skills
- Experience with Microsoft Office suite, and the ability to learn new software quickly
- Familiarity with contact databases (like Salesforce or similar) is a plus, but not required

Job Requirements

- Valid driver's license and reliable personal vehicle with current insurance
- Willingness and ability to travel to meetings and events, typically within a two-hour driving radius
- Ability to lift and carry materials up to 20 pounds
- Access to a reliable internet connection for remote work
- Ability to work occasional evenings or weekends for events or meetings

Hybrid Work Arrangement

This is a hybrid position with flexible hours. Remote work (70 percent) supports efforts across the entire organization, while in-person responsibilities (30 percent) focus on Kane County, McHenry County, and the western suburbs of Chicago.

Apply online at https://hopeforhaitians.org/job-listing/