**Shawnee Indian Mission Foundation
Volunteer & Data Coordinator**

The Shawnee Indian Mission Foundation is the private, not-for-profit partner for the Shawnee Indian Mission. The Foundation is responsible for funding Mission operations, providing volunteers, planning & executing community events and programs, reaching out to individuals and groups to increase inclusivity, perspectives, and resources, and planning toward a vibrant, sustainable future for the Mission for generations to come. The other partners’ roles are: The State of Kansas Historical Society, as owner of the site, is responsible for major maintenance and restoration, exhibit updates and for guiding the curation of the Mission’s history. The City of Fairway is the Mission’s operator charged with day-to-day operation and maintenance as well as educational programming and tours. This unique public-private partnership brings the strengths of perspectives and resources.

**Position Summary:** The Volunteer & Data Coordinator is a part time, independent contractor who increases the capacity and efficiency of the all-volunteer Foundation Board to expand resource and fund development, to increase awareness of the Mission’s history, to increase visitors, to expand outreach, to improve communication with the public, and to develop sustainable plans that will ensure a robust future for the Mission for generations to come. The Volunteer & Data Coordinator reports to the Shawnee Indian Mission Foundation Chair.

**Requirements of the Position:**

* Strong, professional communication skills, verbal and written.
* Strong interpersonal relationship skills. Ability to interact with diplomacy and tact.
* Strong experience with Word and Excel. Experience with Word Press, Photoshop, other design apps, and social media preferred but not required.
* Strong organizational skills and excellent project management skills with an ability to multi-task
* Strong work ethic and integrity
* Ability to be creative and to imagine what ‘could be’ not only see ‘what is’.
* Ability to manage time well and be a self-starter who can be self-directed as required. Ability to work independently and as part of a team.
* Experience as a volunteer. Experience in volunteer management preferred but not required.
* Ability to prioritize work and meet deadlines.
* Ability to work with the public.
* Ability to recognize and protect confidential information.
* Good problem solver with good judgement.
* Strong commitment to the Mission.

**Responsibilities**

* Management of the Foundation database – volunteers, donors (in-kind, pro-bono & cash), vendors, history volunteers and organizations, neighbors, support organizations, etc.
* Management (cloud based) of the Foundation records.
* Support of Foundation committees. Prompting tasks to keep projects on schedule. Assistance setting & documenting meetings. Assistance setting budgets, managing funds and documenting final results for projects. Oversight of projects.
* Management of volunteer program – ID volunteer jobs & write short description, develop recruitment strategies, follow up on inquiries, interview, place and supervise, keep track of volunteer time, develop and execute recognition program.
* Assist with donors and volunteers thank you emails or letters. Keep track in database.
* Assist Foundation leadership, officers, committee chairs and others.
* Keep Shawnee Indian Mission Foundation Chair informed.
* Be an ambassador for the Mission.

Educational and Miscellaneous

* Equivalent to a Bachelor’s degree from an accredited college or university
* Interest, experience, or education in areas of volunteer management, data management, project management, development, events, communication, history helpful

Renumeration & Work Schedule

* Flexible hours (6-20 hours/week)
Hiring Wage Range: Up to $25 per hour based on experience and credentials.
* As an independent contractor, there are no benefits provided.
* Some remote work possible after training period

Reports to: Shawnee Indian Mission Foundation Chair.

And works closely with Mission Site Director

Submit materials and questions by December 15, 2023 to:

Kathy Gates
Chair, Shawnee Indian Mission Foundation
3403 West 53rd Street
Fairway, KS 66205

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