



ShelterBox

Rotary Relations Associate

About the Company

ShelterBox USA is a leading global nonprofit organization whose mission is to deliver humanitarian aid in the form of shelter and lifesaving supplies when natural disaster or political conflict devastates a region. Our vision is of a world in which all people displaced by disasters and humanitarian crises are rapidly provided with emergency shelter. Our work makes ShelterBox USA a unique, exciting and meaningful place to work.

We are a fast-paced, high-performance team that is ambitious in our pursuits, passionate about our mission, and creative in our execution. We encourage professional development by exposing team members to all aspects of our organization. We're looking for qualified professionals who are innovative, align with our values, and who are passionate about helping people in need and inspiring others.

About the Role

The Rotary Relations Associate, in collaboration with the Rotary Relations Manager, plays a key role in advancing ShelterBox USA's revenue growth through active engagement with Rotary organizations nationwide. This involves enhancing awareness and fostering participation in ShelterBox USA initiatives. The primary responsibility of the Rotary Relations Associate is to cultivate sustainable annual revenue from Rotary sources. This is achieved by nurturing and overseeing relationships at both the District and Club levels, and by encouraging individuals to take on roles such as Club Champion, Ambassador, or other fundraising volunteer positions. The position involves promoting specific initiatives and campaigns tailored to Rotary, as directed. Under the guidance of the Rotary Relations Manager, this role is integral to expanding ShelterBox USA's resources through its most significant strategic partner.

Duties & Responsibilities:

Rotary Leadership Cultivation and Fundraising

- Develop and implement strategies focused on engaging, cultivating, soliciting, and stewarding current and future Rotary district leaders from across the US.
- Work with existing Ambassadors to provide counsel and support on district engagement strategies.
- In partnership with the Rotary Relations Committee, participate in the creation of strategies to support overall organizational Rotary-related fundraising goals and provide support by coordinating the scheduling, attendance, meeting agendas, and supporting documentation for committee member use.
- Prepare committee meeting minutes.
- Ensure the Rotary fundraising goals and metrics set by ShelterBox USA are met on an ongoing basis.
- Increase the number of Districts and clubs who give and increase average gift size to establish a strong, sustainable core base of support from Rotary.
- Promote, launch, and administer the HERO club recognition and other Rotary-related campaigns and initiatives.
- Facilitate participation in and represent ShelterBox USA as needed at key Rotary events such as PETS, Zone Institutes, and International Assembly, and develop opportunities to have ShelterBox USA representatives as presenters and leaders of breakout sessions.
- Enter related information from meetings, calls, and actions into the CRM system (RaisersEdge).
- Answer Rotary-related inquiries and requests (e-mail, phone calls, internal, etc).
- Manage and maintain Rotarian fundraising events and efforts by providing resource materials, developing webpages, and creating content for newsletters/social posts/videos.
- Provide high-priority disaster communications to District Governors, Rotary Clubs, and Rotarians when applicable.
- Assist the Rotary Relations Manager with Rotary Club and Rotarian engagement, stewardship, prospect research, arranging speaking engagements, and more.
- Work collaboratively to organize, engage, and support Rotary Districts and Clubs across the U.S.
- Act as staff Ambassador for districts that do not have a volunteer Ambassador and seek to grow volunteer support in those districts.
- Work closely with ShelterBoxUSA Volunteer Manager to foster volunteer participation, reduce duplication of efforts, maintain consistent messaging, and plan collaborative strategic fundraising ideas.

Other

- Manage and prioritize an extensive volume of phone and email outreach, and compose written responses for inquiries related to Rotary.

- Skilled in Microsoft 365 and adept with CRM for the creation of letters, reports, presentations, newsletters, and other documents.
- Arrange, plan, and manage intricate tasks, including webinars, meetings, travel, special events, conferences, and more.
- Supervise the submission of credit card transactions and expense reimbursements to the Finance department in relation to Rotary activities.
- Offer comprehensive office assistance by handling phone calls and addressing both routine and non-routine queries from Rotarians.
- Perform additional duties as assigned.

Required Qualifications and Skills

- Preference is given to those with a min. of 5 yrs of active participation in Rotary, current membership in a Rotary club, and experience in handling TRF, District, and club grants.
- Proficient in MS Word and other Business cloud-based software
- Familiarity with Blackbaud products, especially Raiser's Edge software, is preferred.
- Proficiency in computer and copier operation.
- Capable of effective collaboration in team environments, whether within physical branches or remote offices and locations.
- Demonstrates problem-solving, analytical, information gathering, and monitoring skills.
- Possesses an understanding of ethical behavior, non-profit business practices, and ensures personal conduct aligns with organizational values.
- Anticipates, understands, and responds to the needs of internal and external donors and customers, striving to meet or exceed expectations within organizational parameters.
- Works cooperatively and efficiently with others to establish goals, address problems, and make decisions that enhance organizational effectiveness.
- Assesses situations to determine importance, urgency, and risks, making timely and clear decisions in the best interests of the organization.
- Sets priorities, develops work schedules, monitors progress toward goals, and tracks details, data, activities, and information.
- Can effectively multitask, handle diverse assignments, and meet multiple, sometimes tight, deadlines.
- Ability to perform data analysis and address issues and situations that require forethought and follow-up.
- Maintains a professional, friendly, and courteous demeanor.

Qualifications

- Proven track record of at least 3-5 years of experience in volunteer program management, partnership development, or related roles within the nonprofit sector.

- Strong understanding of volunteer recruitment, onboarding, engagement, and retention strategies.
- Ability to create and implement effective volunteer training programs and resources.
- Experience in fostering a positive and inclusive volunteer culture.
- Ability to build, collaborate and maintain relationships with diverse internal and external stakeholders, including volunteers, partner organizations, and program participants.
- Exceptional interpersonal and communication skills, both written and verbal.
- Proficiency in organizing and executing volunteer events, workshops, conferences, and recognition ceremonies.
- Creative thinking and attention to detail to ensure events are engaging, impactful, and aligned with organizational goals.
- Strong organizational skills with the ability to manage multiple projects simultaneously.
- Experience in developing project plans, timelines, and managing budgets for volunteer-related initiatives.
- Genuine commitment to ShelterBox USA's mission and values, with a deep understanding of the importance of disaster relief and community support.
- Maintain the highest standards of ethical behavior, integrity, and professionalism when interacting with volunteers, partners, and the public.
- Demonstrated understanding and respect for diverse cultures, backgrounds, and perspectives.

Supervision

No direct reports.

Travel

- 20% Travel is required, usually in 4-7 day durations.
- Occasional International Travel will be required.

Work Environment

This job operates in a hybrid model, with the expectation of working in the Santa Barbara office, located at 101 Innovation Pl Santa Barbara, CA 93108 at least 3 days per week, and attending events. The role routinely uses standard office equipment.

Physical Requirements:

- Essential Job Duties require that the employee is able to work hours that exceed 8 hours per day and/or 20 hours per week including nights and weekends, especially during peak activity periods as approved by the manager.

- While performing the duties of this job, the employee is regularly required to sit or stand for up to 4 hours at a time; use hands to finger, handle, reach or feel, and talk or hear. The employee is sometimes required to bend, lift, and occasionally carry items up to 50 pounds. This job often requires climbing staircases as elevators are not present at all locations.
- Specific vision abilities required by this job include Close vision, Distance vision, Peripheral vision, Depth perception, and ability to adjust and focus.
- Must be able to hear and speak effectively in English.

ShelterBox USA provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, ShelterBox USA complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has remote employees. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Note: This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job as they may change at any time with or without notice.