

**Dorothy Day Fellowship
Non-Profit Leadership
Job Description**

Reports to: Co-director/Case Manager

Status: Full Time

FLSA: Non-exempt

Job Summary

The Non-Profit Leadership Fellow will support the administrative function of Lydia's House. They will lead volunteer recruitment, management, and appreciation efforts. Throughout the year, they will work with local organizations and individuals to secure donations to support celebrations and general item stock at the main shelter. This Fellow will also be responsible for communications projects.

Essential Functions:

- Manage and recruit regular and one-time volunteers
- Create meaningful volunteer engagement opportunities
- Organize weekly house duty and meal schedules
- Provide administrative support for fundraising efforts
- Coordinate seasonal donation drives with local organizations and individuals
- Accept and distribute donations
- Create content for Lydia's House blog, newsletter, and email
- Write grants to support programming
- Transport families to essential appointments
- Prepare meals for large groups
- Maintain shelter spaces through regular cleaning and tidying
- Plan and execute gatherings designed to build community
- Work with supervisor on a long-term project to enhance the shelter or aftercare experience

Other Responsibilities:

- Attend two community dinners each week
- Assist with special events on holidays and weekends
- Be emergency "on-call" contact for scheduled nights and weekends
- Attend weekly staff meetings and other staff formation opportunities

Minimum Qualifications:

- Associate or Bachelor's degree, or equivalent experience working for a non-profit.
- Previous experience in a ministry setting
- Valid driver's license

Physical Requirements:

- Able to move freely in and out of shelter and office, including stairs
- Able to lift and secure small children into car seats

Core Competencies:

Hospitality: Generates a sense of hospitality or accessibility by her very presence; communicates a sense of availability, warmth, openness and approachability; fosters natural connections between volunteers/staff and guests; supports a culture of welcoming and connection in the community. Engages in thoughtful and attentive listening; listens beneath the surface for real intent that may contradict the spoken message; overcomes personal bias to genuinely hear the ideas and concerns of another; can describe the perspective of another, even when she disagrees.

Self-Differentiation: Demonstrates strong and appropriate personal boundaries in relationships; has a healthy appreciation of self, without being egotistical; is emotionally mature; can maintain a non-anxious presence during turmoil; not overly dependent upon outside affirmation; works to build a strong personal support system.

Initiative: Enjoys working hard; is action-oriented and energetic about worthwhile activities; not fearful of taking calculated risks; seizes opportunities; sets demanding but achievable objectives for self and others. Shares ideas and observations during meetings. Is a self-starter, steps into opportunities without needing to be asked.

Personal Resilience: Can effectively cope with change and uncertainty; can shift gears comfortably; can decide and act without having the total picture; isn't upset when things are up in the air; can comfortably handle risk and uncertainty; is flexible.

Time Management: Is able and willing to focus time on tasks that contribute to organizational goals; uses time efficiently and effectively, values time and respects the time of others; concentrates her efforts on the most important priorities; can appropriately balance priorities.