

## Position Summary

Community Christian School is seeking a highly motivated, execution-driven individual to build and lead two critical functions: volunteer coordination and donor/pledge development. This is not a passive administrative role—we are looking for a self-starter who takes ownership, builds systems, and drives results.

The right candidate will be someone who doesn't wait to be told what to do, can organize people effectively, and knows how to delegate and multiply impact through others. This role is central to strengthening school operations and expanding scholarship funding through the federal school choice tax credit program.

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## Key Responsibilities

### Volunteer Leadership & Coordination

- Build, organize, and maintain a structured volunteer program across school and daycare
- Recruit, onboard, and retain volunteers with clear expectations and accountability
- Delegate responsibilities effectively—this role leads volunteers, not replaces staff
- Coordinate scheduling and coverage for events, classrooms, and operational needs
- Create systems that ensure volunteers are consistently utilized and engaged

### Pledge & Donor Development

- Serve as the primary point of contact for individuals interested in supporting CCS
- Capture and track donor pledges (contact info, estimated contributions, follow-ups)
- Execute consistent communication and follow-up campaigns
- Educate donors on the federal tax credit opportunity as guidance evolves
- Drive engagement that converts interest into actual contributions

### Execution & Accountability

- Own outcomes: volunteer participation, pledge volume, and follow-through
- Build and maintain simple, effective tracking systems (CRM, spreadsheets, etc.)
- Provide regular reporting on progress, gaps, and opportunities
- Identify problems early and implement solutions without waiting for direction

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## What We're Looking For

### Required Traits

- Self-motivated and proactive—takes initiative without being asked
- Strong leadership mindset—comfortable delegating and holding people accountable
- Highly organized with strong follow-through
- Relational and confident communicator (in person, phone, and email)
- Problem solver who can build structure where little currently exists

## Preferred Experience

- Experience in volunteer coordination, fundraising, sales, or community engagement
- Familiarity with donor management, CRM systems, or campaign tracking
- Background in education, nonprofit, church, or community organizations

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## Compensation

- \$18–\$22/hour, based on experience
- Full-time, flexible schedule
- Performance-based incentives tied to pledge development and engagement outcomes

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## Why This Role Matters

This position directly impacts the sustainability and growth of CCS. Success in this role means:

- Stronger daily operations through effective volunteer engagement
- Increased scholarship funding through organized donor outreach
- Long-term scalability of both programs

If you are someone who sees gaps and fills them, builds systems, and multiplies impact through people—this is the role for you.

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## How to Apply

Please submit:

- Resume
- Brief statement (1–2 paragraphs) on why you are a strong fit for this role and how you approach leadership and delegation

Send applications to: [office@ccsneb.com](mailto:office@ccsneb.com)