



JOB OPPORTUNITY

Development and Volunteer Manager

Mission San Juan Capistrano is seeking an experienced, professional, and organized Development and Volunteer Manager for this full time, exempt position at the Historic Mission San Juan Capistrano. The Development and Volunteer Manager is responsible for assisting and supporting the department with the coordination of development, marketing, and fund-raising activities and managing the Volunteer Program.

Typical duties may include, but are not limited to the following:

- Develops and implements new strategies for donor cultivation and engagement.
- Serves as direct liaison to Mission volunteers overseeing their recruitment, orientation, onboarding, training, and recognition.
- Works within a team framework to provide hands-on support at Mission events, including hosting Landmarks Club gatherings.
- Solicits support for Mission Preservation funds and other programs.
- Cultivates support and membership in the Landmarks Club.
- Plans the Annual Volunteer Appreciation Luncheon and other volunteer events.
- Maintains data base applications in an accurate, consistent, and timely manner which include: Raiser's Edge; Constant Contact; and Volgistics.

To apply: <http://www.missionsjc.com/about/jobs> or by calling HR at 949-234-1308