



*Inheritance of Hope's mission is to inspire hope in young families facing the loss of a parent. Our vision is to serve every person in need of this mission – over 7 million people in families facing this kind of loss, just in the US. We do this by creatively delivering a variety of offerings and relentlessly innovating opportunities for families' benefit. We are a hope-filled community of care for the entire family.*

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## **HOPE HUB™ COORDINATOR**

-20 hours/week, remote work via online technology, flexible work hours

-Directly reporting to the Hope Hub™ Manager with weekly Zoom meetings and monthly culture conversations with Groups Unit

### **Expectations:**

- Location-specific marketing
  - Coordinate the marketing of 3 Hope Hubs™ utilizing the tools and resources of Hope Hub™ Central
  - Coordinate the creation and development of location-specific marketing resources as needed through a serving team
  - At least 30 attendees monthly at each Hope Hub™ location
- Logistics
  - Coordinate venues, meals, transportation, and supplies for 3 Hope Hub™ locations through a serving team
  - Ensure that the monthly themed curriculum is carried out successfully and adapted appropriately for the specific needs of the Hope Hub™ location through the serving team
  - Travel one weekend a month as needed to support 3 Hope Hub™ locations
  - Lead, manage, and hold accountable a team of volunteers, facilitators, and champions for 3 Hope Hub™ locations. Have at least 20 volunteers on the active roster at each Hope Hub™ location, including 2 Champions at each site.
  - Prospect and recruit families through the serving team
- Admin
  - Coordinate data, budget, risk management, and communications for 3 Hope Hub™ locations through a serving team
- Fundraising
  - Coordinate fundraising for 3 Hope Hub™ locations to include sharing registry, Giving Tuesday initiatives, and personal touchpoints - utilizing serving team members
- Advancing loH's mission, vision, culture, and brand
- Building and leading teams of volunteers and contract workers to deliver ambitiously increasing quality and quantity of loH experiences, with at least break-even cash flow

### **Compensation:**

- Competitive compensation with IRA and time off benefits per organizational policy
  - SIMPLE IRA contributions matched up to 3% of salary
  - Paid time off is 12 days your first year, then increases annually