



*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@HOME™ WEEKEND MANAGER**

-30 hours/week, remote work via online technology, flexible work hours

-Directly reports to the 1-Time Services Director. Leads weekly Zoom meetings with Hope@Home™ Weekends team. Monthly culture conversations with 1-Time Services Unit.

Expectations:

- Full Hope@Home™ Weekend program leadership and development
  - Grow Hope@Home™ Weekends into the best program of its type in the world
  - Overall leadership for 6 Hope@Home™ Weekend events per year
- Programming
  - Lead, manage, and hold accountable a team of at least 5-10 programming volunteers that meets regularly between events
  - Through the serving team, develop the specific itinerary for each Hope@Home™ Weekend at least 6 weeks before its start date, making the most of Hope@Home™ Weekend uniques/distinctives within overall loH programming
  - Coordinate the creation and development of program resources through the serving team, as needed
  - Ensure that Hope@Home™ Weekend programming is carried out successfully and adapted appropriately for the specific needs of the families being served. To include, through the serving team:
    - Equipping volunteers to facilitate all event sessions/activities
    - Developing the program to serve non-English speakers and Gold families
- Admin
  - Coordinate data, budget, risk management, and communications for 6 Hope@Home™ Weekends per year through volunteers and contractors.
- Fundraising
  - Cultivate generosity for and from Hope@Home™ Weekends so they have revenue at least equal to their costs and can grow.
- Advance loH's mission, vision, culture, and brand
- Build and lead teams of volunteers and contract workers to deliver ambitiously increasing quality and quantity of loH experiences, with at least break-even cash flow
- Prioritize care of your serving team between events
- Weekly minimum of 12 loH-relationship-building interactions with non-staff, including at least 3 phone conversations, all with good documentation in Salesforce

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