



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.

LEGACY RETREAT® COMMUNICATIONS AND ADMIN COORDINATOR

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

-Directly reporting to the Legacy Retreat® Manager with weekly Zoom meetings and monthly culture conversations with One-Time Services Unit. Travel to 4 Legacy Retreats® per year required.

Expectations:

- Family prospecting and intake
 - Prospect and recruit families through the serving team to the point where they choose a Legacy Retreat® to attend
 - Lead, manage, and hold accountable a team of 1-2 volunteers to help with every element of the application process so well that no other staff is involved
 - Confirm enough families to fill all Legacy Retreats® at least 8 weeks before their start date and grow a waiting list of at least 75 applied and approved families ready to contact as soon as each subsequent Legacy Retreat® is scheduled
- Legacy Retreat® Admin tasks
 - Keep family and team information up to date in Salesforce Campaigns
 - Support Legacy Retreat® team in organizing and documenting information to execute Legacy Retreats®
- Overall Legacy Retreat® marketing
 - Create, execute, evaluate, and rework an effective plan for marketing Legacy Retreats® through a serving team, including photo/video and storytelling
 - Ensure effective ads, graphics, and on-brand materials are designed and utilized through a serving team
 - Build a referral network to grow the number of Legacy Retreat® family applications
 - Lead, manage, and hold accountable a team of at least 2-3 volunteers and contractors engaged monthly in this type of work
 - Work to develop an annual communication plan for the Legacy Retreat® program
 - Prepare pre-retreat, post-retreat and informational email communications as part of the Legacy Retreat® team
- Weekly minimum of 8 loH-relationship-building interactions with non-staff all with good documentation in Salesforce
- 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