

### **Position Summary**

**Title:** Volunteer Coordinator - Denver Metro Region

**Status:** Full-time, exempt

**Reports to:** Volunteer Manager

**Location:** Denver/Hybrid

**Language Requirement:** English and Spanish

**Hours:** 9am-5pm Monday through Friday, 1-2 weeknights per month required (work schedule can be shifted to accommodate for evening hours)

**Pay Range:** \$48,150-\$58,850 annually, plus benefits (based on experience and skill sets)

**Benefits:** PTO, Medical (50% employer contribution), Dental & Vision (employer paid), 401k plan with 3% match, and an annual Professional Development, DEIA, and Personal Wellness contribution

**Rocky Mountain MicroFinance Institute (RMMFI)** is a business incubator and financing program focused on reimagining social and economic mobility. RMMFI relentlessly focuses on its North Star - *People are unstoppable forces. Life circumstances are real and sometimes overwhelming, yet they should not determine what we can do in the present or be in the future. We believe everyone should be free to make choices to activate the possible. RMMFI creates the space for communities and people of all backgrounds to realize their unique potential through the power of entrepreneurship.* More information about RMMFI can be found at [www.rmmfi.org](http://www.rmmfi.org).

**Description:** The Volunteer Coordinator is responsible for ensuring volunteers are strategically connected into various points of the program and the organization. The Volunteer Coordinator will cultivate relationships with volunteers and build a consistent and efficient user journey through the RMMFI system through project management and process improvement. RMMFI is always evolving and growing, and positions experience growth concurrent with the organization.

### **Competencies and Responsibilities**

#### **Core Competencies**

- Builds and earns trust with team members, entrepreneurs, and external stakeholders
- Communicates openly, honestly, and clearly
- Ability to solve problems independently and with a team
- Able to build networks and create positive connections/partnerships
- Is passionate about their work and inspires others
- Has and fosters a growth mindset
- Demonstrates excellent writing and presentation skills
- Exhibits pride in achieving results AND in the way results are achieved
- Flexible and able to support change and growth within the organization
- Not afraid to ask questions and learn
- Organizational skills and high attention to detail
- CRM or data entry experience
- Experience with Zoom and Google Workspace
- Bilingual English/Spanish

PO Box 48138, Denver, CO 80204  
1209 W. 10<sup>th</sup> Ave., Denver, CO 80204  
720-941-5037 [www.rmmfi.org](http://www.rmmfi.org) [info@rmmfi.org](mailto:info@rmmfi.org)



### **Primary Responsibilities**

- Prospect, recruit, train, cultivate, and celebrate volunteers in the RMMFI Community
- Coordinate and work closely with program staff to clarify programmatic volunteer needs
- Build genuine relationships with volunteers and community partners
- Support volunteer communications including a monthly e-newsletter
- Foster strong volunteer/entrepreneur relationships, supporting any necessary conflict resolution
- Carry out volunteer tracking/reporting and recognition processes
- Promote relevant events, campaigns, and entrepreneur activities to the volunteer community
- Set up volunteers for success through empowering support systems
- Create and implement volunteer strategies to meet organizational goals
- Responsible for all volunteer-specific activities and events
- Support with outreach and community events
- Promote and support ongoing DEIA-related education efforts with volunteers

### **Apply**

If interested, please send a resume and culture letter to [jobs@rmmfi.org](mailto:jobs@rmmfi.org) with “Volunteer Coordinator” in the subject line. The culture letter speaks to your connection to [RMMFI’s North Star and Guiding Principles](#). Please keep your culture letter to a maximum of 1 page and share some examples of how you would demonstrate these values as a potential employee at RMMFI.

*The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described, nor are they intended to be such a listing of skills and abilities required to do the job. Rather they are intended only to describe the general nature of the job.*

*In all their dealings, the Rocky Mountain MicroFinance Institute does not discriminate based on: age; ancestry; creed; color; mental or physical disability; gender; gender identity, expression or characteristics; marital status; national origin; political service or affiliation; race; religion; sex; sexual orientation; veteran status; or any other classification protected by federal, state or local law. RMMFI is also committed to an equitable and inclusive work environment.*

*Revised 18 July 2018*

