

Click the link below to customize this template for your chapter:

https://docs.google.com/document/d/1A15_ROwxz9TLok_p2b1dl7uMppjckbdj/edit?usp=sharing&oid=111620092954040361117&rtpof=true&sd=true

Volunteer Position Description

Chapter Leader - Location

Room to Read is creating a world free from illiteracy and gender inequality. We are achieving this goal by helping children in historically low-income communities develop literacy skills and a habit of reading, and by supporting girls as they build skills to succeed in secondary school and negotiate key life decisions. Room to Read collaborates with local communities, partner organizations and governments to test and implement innovative models that can be integrated into the education system to deliver positive outcomes for children at scale.

The Opportunity

As Room to Read continues to scale, we continually look for passionate, results-driven, entrepreneurial people to join our team. If you would enjoy a volunteer environment that has a global influence on literacy and girls' education, we invite you to explore a unique, meaningful opportunity with us.

The **Chapter Leader** position leads volunteers in the [Location] region who are committed to fundraising and brand awareness efforts on behalf of Room to Read. The role is a flexible, exciting volunteer position that collaborates with global and regional Room to Read staff members as well as other Chapter Leaders around the world. The Chapter Leader spearheads regional volunteer strategies for events, marketing and/or business development activities that support fundraising in [Location].

Duties & Responsibilities:

- Lead efforts in the [Location] market to build Room to Read brand awareness and fundraising efforts
- Establish annual plans that outline Chapter goals
- Collaborate with Room to Read's global staff members on Chapter strategy and execution
- Recruit, train and manage volunteers within the Chapter, assigning them to specific roles, if applicable, and creating a positive team environment
- Leverage standardized fundraising platforms and tailor them, if applicable, to meet regional needs
- Set up and manage Chapter-specific email account, implement standardized email templates, and leverage email marketing tools

- Actively participate in Global conference calls and updates; engage with other Chapter Leaders around the world to collaborate and leverage expertise
- Tailor some or all of the following activities based on Chapter size and volunteer base. Delegate responsibilities to volunteers where possible.
 - Marketing/communications
 - Initiate and manage local Chapter outreach strategies for social media, newsletters and other marketing channels
 - Leverage global resources, templates, graphics, messaging and brand guidelines
 - Adhere to data protection regulations and privacy policies, and media outreach guidelines to ensure compliance
 - Event coordination
 - Lead all efforts to conceptualize, initiate, manage and review virtual or in-person events for the Chapter
 - Communicate and coordinate event strategies with the Room to Read team
 - Manage events through Room to Read approved digital platforms, as applicable
 - Follow auction or raffle guidelines per local regulations
 - Promote online donations and follow outlined processes for donations that are not made online (e.g. cash, check, etc.)
 - Business development
 - Forge partnerships with corporations by identifying leads, conducting research, cross-checking with Room to Read, and engaging directly, as appropriate
 - Build relationships with schools to raise awareness among students, as relevant to the market

Qualifications:

Required:

- Committed and reliable with the ability to start or maintain regional fund-raising and brand awareness initiatives
- Self-motivated, flexible and able to work without close supervision
- Extremely detail-oriented, accurate and organized
- Adept at using various digital platforms (e.g. Zoom, Microsoft, Google, etc.)
- Excellent written, verbal, and interpersonal skills in English
- Collaborative and creative/innovative

Preferred:

- History of dedicated volunteer activity and/or commitment to nonprofit organizations
- Prior success working closely and building relationships with diverse groups of people
- Demonstrated ability to plan and execute development activities
- Flexibility to adapt based on market trends

- Ability to take on ad hoc projects, as needed

Compensation:

This is a volunteer opportunity; compensation will not be offered. However, this position offers a unique opportunity to join a network of Chapter Leaders who are part of a global effort to transform literacy and girls' education around the world. Join our non-profit volunteer base and be part of an innovative, meaningful and growing team. The role is flexible and tailored to meet the needs of various regional markets.

To be successful at Room to Read, you will also:

- Have passion for our mission and a strong desire to impact a dynamic nonprofit organization
- Be a proactive, innovative thinker who achieves results and creates positive change
- Have a very high level of personal and professional integrity and trustworthiness
- Embrace diversity and a commitment to collaboration
- Thrive in a fast-paced and fun environment

Room to Read is proud to be an equal opportunity employer committed to identifying and developing the skills and leadership of people from diverse backgrounds.

EOE/M/F/Vet/Disabled

