



**CHOICE**HUMANITARIAN  
ending extreme poverty

## EXPEDITION & DONOR COORDINATOR

### ABOUT CHOICE

[CHOICE Humanitarian](#) is an international NGO ending extreme poverty in remote villages across Kenya, Nepal, Guatemala, Bolivia, Peru, Ecuador, Vietnam and Mexico since 1982. Headquartered in West Jordan, UT, CHOICE Humanitarian operates with an annual budget of \$6 million dollars (and growing) and a global staff of 75.

### ABOUT EXPEDITION PROGRAM

CHOICE's [Expedition Program](#) is a social enterprise that facilitates in-country seminars and volunteer humanitarian expeditions with over 20 community managed projects in all 7 countries each year. In 2016, over 550 participants, including families, friends, adventure travelers, donors, and corporate partners went out to have a transparent exposure to the work we do, to learn from community leaders, to support a phase of a project communities are managing, and to better understand, together with community members, what it means to be equal global citizens. Expeditions are an organic mix of humanitarian service, learning, and intercultural exchange. The experience is rough, tiring, educating, adventurous, life-changing, and sustainable. Our expedition program not only funds the projects each trip supports but also hundreds of other community led projects across the globe.

CHOICE does not do development through expeditions but rather allows expeditions to support and accelerate the development taking place by community leaders in our project areas.

### ROLE OVERVIEW

This role will be split into roughly two parts, 1) Expedition Coordination and 2) Donor database and donation management.

1) Together with the Expedition Director, the Coordinator leads the charge in supporting the overall expedition program goals. These goals include:

- *The marketing and promotion of expedition opportunities*, including the development of partnerships that span corporations, universities, and other third party organizations.
- *The management of participant data and payments*, including the collection, entry, and organization of all required travel documents, applications, medical info and fee payments.
- *Participant travel preparation*, including the design of country itineraries, fact sheets, project info sheets, and orientation materials.
- *Participant fundraising support*.
- *Participant integration into broader organizational campaigns and initiatives*.



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2) Independently, the Coordinator will also manage all donor and donation data responsibilities. These responsibilities include:

- *The collection, entry, and proper coding of donor data.*
- *The tracking and organizing of all donations, including management of all individual, foundation, corporate, and grant fund contributions to CHOICE.*
- *The tracking and organizing of all expedition fee payments, including the invoicing and follow up with all trip participants and partners.*
- *The design and implementation of a forward thinking, tech-driven donor database system*

## **SKILLS, EXPERIENCE & ATTITUDES**

- Bachelor's degree in related field from an accredited college or university. Master's degree preferred, but not required.
- Demonstrated ability to think strategically to develop innovative and aggressive fundraising methods.
- Proven presentation skills and ability to lead in group settings.
- Fluency in both English and Spanish required.
- Experience in travel planning.
- Extensive knowledge of foreign cultures, travel requirements, destinations, and procedures.
- Must be organized and work well under pressure.
- Acute attention to detail, particularly with the entry and management of data, budgets, and payments.
- Strong verbal and written communications.
- Computer proficient in Microsoft Office, Google Sheets, Google Docs, and Google Drive
- Demonstrated organizational, staff, and project management abilities.
- Passion and belief that extreme poverty can end.

## **COMPENSATION**

Competitive compensation package that includes 100% health, dental, and vision benefits, travel opportunities around the world, and a competitive salary commensurate with your experience.

## **APPLICATION**

Applicants should submit a resume, writing sample, and a 2 minute video that pitches why you are applying and why you are the best fit for the role. There is no set guideline for your video, the sky is the limit, help us understand your passion and feel free to be creative. The video can be an attachment or link. All materials must be submitted by **Jan 31, 2017**.

For questions, contact Jordan Menzel [jmenzel@choicehumanitarian.org](mailto:jmenzel@choicehumanitarian.org)

Visit: [www.choicehumanitarian.org](http://www.choicehumanitarian.org) for further information about the work of CHOICE Humanitarian.