



Thrivent Builds Chapter Specialist Role Description

Thrivent Builds Chapter Specialist responsibilities

Encourages Thrivent Financial for Lutherans members, Lutherans and others to get involved in volunteer and fundraising efforts to support Thrivent Builds. In addition, the Chapter Specialist:

- Assists congregations in identifying Congregational Champions to support local *Thrivent Builds Homes* projects and provides education and assistance to Congregational Champions in setting volunteer and fundraising goals.
- Works closely with the local Habitat for Humanity affiliate and Lutheran Engagement Team staff in planning, goal-setting (including milestones), fundraising and volunteer recruiting.
- Identifies Thrivent Financial members and others to form service teams to raise funds and provide volunteers to support Thrivent Builds efforts.
- Reports dollars raised and hours worked for fundraising, gifts-in-kind and administrative tasks through online system.
- Maintains Thrivent Builds chapter checking account and monitors funding flow and disbursements to affiliates.
- Updates Chapter Leadership Board about Thrivent Builds efforts and involves chapter leaders, as needed.

How much time will this position require?

Volunteers in this role can expect to spend 10 to 12 hours a week during peak periods. There can be more than one person appointed to take on the roles listed above, reducing the number of hours each person needs to contribute.

How will Thrivent Financial support this position?

The Lutheran Engagement Team – Thrivent Builds (LET) contact and other paid staff at the regional level will provide direction, guidance and training for this position. There will be regular contact, in person, by phone and/or by email.

What knowledge, skills and qualities will the person need to fulfill the role?

- **Access to the Internet and email is required.**
- Desire to engage Thrivent Financial members, Lutherans and others in meaningful volunteer opportunities.
- Ability to attract and retain volunteers.
- Ability to track funds and perform basic accounting processes **online**.
- Passion and commitment for the Thrivent Builds program.
- Strong organizational and relationship-building skills.
- Access to Microsoft Word and Excel strongly encouraged.

What are the benefits?

- First-hand experience in leading volunteers to make a difference in your community.
- Satisfaction of knowing that you are making a vital difference in your local community.
- A sense of belonging to a nationwide Thrivent Builds community.

Best Practice: Splitting the Chapter Specialist role into three

Chapter Project Leader/Specialist:

- Encourages involvement of Thrivent Financial members, Lutherans and others in volunteer and fundraising efforts to support Thrivent Builds.
- Works with interested congregations to identify Congregational Champions to support local *Thrivent Builds Homes* projects.
- Works closely with the local Habitat for Humanity affiliate and LET to plan *Thrivent Builds Homes* projects, set goals and monitor fundraising goals and volunteer progress on a monthly basis.
- Participates in monthly build team teleconference calls.
- Updates the Chapter Leadership Board about Thrivent Builds and involves chapter leaders as needed.
- Coordinates the chapter builds team, including the other Chapter Specialists.
- Enters the names of Congregational Champions online on the Thrivent Builds Administration menu.

Chapter Volunteer Specialist:

- Maintains the master schedule of volunteer needs by date.
- Contacts the Congregational Champions to assign work dates to each congregation as far out as possible, but at least three weeks prior to the build week.
- Each week, contacts the Congregational Champions for names of volunteers for the week, eight to 14 days out.
- Prior to each work week, provides Habitat volunteer coordinator the names of those scheduled to work each day of the work week.
- Provides the Affiliate Project Leader details of the projected number of volunteer days covered.

Records/Financial Specialist:

- Maintains the Thrivent Builds checking account and monitors funding flow and disbursements. Provides funds to the affiliate when fundraising deposits have been verified.
- Mails deposits of funds raised for the *Thrivent Builds Homes* project to Thrivent Financial Bank in Appleton, WI.
- Records **all** funds raised and volunteer hours worked online on the Thrivent Builds Administration menu as they are received.
- Records the value of gifts-in-kind, as they are determined by the affiliate, on the Thrivent Builds Administration menu.
- Together with the other Chapter Specialists, prepares a monthly progress report for the LET.