



The Work of the Common Change Generosity Dinner Coordinator
Profile: Curate resources and Coordinate Generosity Dinner campaigns

THE DREAM (Mission)

Common Change is committed to empowering individuals to pool resources with people they know, to share with people they love and care about. We are committed to demonstrating that we live in an economy of abundance and to eliminating personal economic isolation.

YOUR ROLE

Generosity Dinners are opportunities for interested individuals to gather in a comfortable and personable “home” environment, share a meal, and participate in a giving experiment. Generosity Dinners introduce individuals to the Common Change model, demonstrating in a hands-on way how giving groups work, and exploring the underlying principles of collaborative giving.

We’re looking for a vibrant and imaginative person, with a healthy sprinkling of administrative skills, to join us in inspiring others to a lifestyle of generosity. If connecting with people and giving them the tools to experience and experiment with generosity in innovative ways is your idea of fun, then we’re your kind of people.

1. Curate Resources: develop and refine Generosity Dinner resources that will equip and mobilize individuals to give in more engaged and relationally-connected ways
 - a. Source or develop resources for use by Decision-Makers, Hosts, and Guests explaining what Generosity Dinners are and how they work
 - b. Develop multi-content social media resources, handouts, etc that people can use to spread the word about Generosity Dinners
 - c. Create compelling content that communicates stories of previous dinners/what to expect (needs met, participant testimonials, blog stories)
2. Coordinate Generosity Dinners: administrate dinners including sending Host resources, coordinating dinner fund contributions, sending prep emails, answering questions, designing and sending gift surveys to guests, prepping benevolences for account processing, and following up with guests on how their dinner helped.
 - a. Focus on the following stakeholders:
 - Individuals - people wanting to gather friends and/or family to a dinner
 - New Groups - new Common Change groups who want to get the ball rolling by launching with a dinner
 - Congregations - or other groups of groups who want to experiment as a community by hosting community-wide dinners
 - Cities - focusing in on specific geographic areas to mobilize multiple dinners to happen on a single day

PERSONAL LIFE PROFILE and SKILLS

Has a high standard of integrity, transparency and professionalism

Is very detail-oriented

Is courteous, calm and factual

Communicates clearly in written and verbal forms

Able to work independently towards the accomplishment of goals

Able to work collaboratively with other Common Change staff and volunteers, even “at distance” or virtually

Able to manage expectations and communicate clearly when hard-pressed or if deadlines are not reasonably achievable.



Common Change: *pooling money with people you know to share with people you care about*

Generosity Dinner Coordinator

COMMITMENT

Be in a position to serve 5-7 hours/week for 6months.

Participate in weekly conference call with Operations and Development team

This position is focused globally

REGULAR RHYTHMS & TEAM PARTICIPATION

As a Common Change key volunteer you are invited to participate in the regular rhythms of the organization. You are invited to contribute to the development of process, projects and product; to think creatively with us about how to continue to grow and develop; and to continue writing and telling the story with us. As a Common Change team member you'll join others who are imagining and actively working to realize an alternative economic reality. We have a deep desire to see personal economic isolation eliminated, to connect people to each other, to make relational generosity a lifestyle, and to close the gap between the rich and the poor. This is more than charity, benevolence or philanthropy; this is a call to friendship.