

Title HOPE Foundation Volunteer - Policy & Procedure Writer

Reports to HOPE Foundation Executive Director

Background and Purpose of To The Rescue HOPE Foundation:

The To The Rescue HOPE Foundation was established in November, 2020 and received a 501c3 Determination Letter in July, 2021.

The To The Rescue HOPE Foundation was established to secure funding and resources to improve the quality of lives for the at-risk population (primarily elderly and individuals with intellectual or developmental disabilities). Our mission is to empower and support at-risk individuals and those assisting them to live their best lives and our vision is to be the premier and largest recipient of grants, donations, etc. for the population we serve. The main focus areas in this effort are to support safe and affordable housing, employment opportunities, transportation, healthy living, community access, advocacy and other essential needs for the at-risk population in Iowa, Colorado and Arizona.

Position Summary:

Responsible for ensuring policy, procedure and compliance requirements are established, documented, implemented and understood by appropriate audiences within the company. Works closely with the Compliance Officer.

Duties / Responsibilities: The duties / responsibilities may include, but are not limited to, the following:

- Meet with stakeholders, as appropriate, to acquire thorough knowledge of each program and/or department operations
- Responsible for the technical writing of policies, procedures and manuals; including as needed routing and reviewing of policies, procedures and manuals through existing protocol
- Develop and revise policies, procedures and manuals as needed. Maintain records of all policy, procedure and manual changes
- Ensure policies, procedures and manuals meet all requirements (legal, contracts, etc.)
- Research best practices for policies, procedures and manuals
- Keep accurate drafts of policies and procedures
- Ensure employees and volunteers understand all pertinent rules and regulations
- Organize and update policies, procedures and manuals on internal website and/or shared drive
- As needed, assist with other administrative duties

Required Skills/Abilities:

- Excellent verbal and written communication skills
- Excellent organizational skills and attention to detail
- Strong leadership skills with ability to motivate and encourage others
- Proficient with Microsoft Office Suite or related software
- Superior attention to detail
- Be a strong communicator and capable of expressing oneself clearly both speaking and in writing
- Possess a collaborative personality and be open to suggestions from team members
- Exemplify strong knowledge of industry protocols and best practices
- Excellent analytical skills and ability to accurately interpret complex documents
- Strong time management and organizational skills and able to meet deadlines
- Have a strong moral code and sense of ethics

Education and Experience:

- Bachelor's Degree in related field highly preferred
- 5+ years prior experience in policy and procedure writing
- Have, or be willing to obtain, a policy and procedure certification

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer
- Must be able to lift up to 15 pounds at times

Volunteer Name _____

Volunteer Signature _____ **Date** _____

Executive Director Name _____

Executive Director Signature _____ **Date** _____