



2023

VOLUNTEER INFORMATION SESSION



Found in Faith Ministries
1050 Hardees Dr. Unit B
Aberdeen, MD 21001
443-519-2464
FoundinFaithMD.org



Our Vision: That every family has a furnished home and a stable foundation to build from.

Our Two-fold Mission:

1. To stabilize and transform lives by providing essential furnishings and home goods and connections to resources that increase self-sufficiency.
2. To build a sustainable nonprofit organization through social enterprise.

History

2016- Organization was founded

2017- Received our 501(c)3

2018- Opened our showroom at 610 Towne Center Drive in Joppa, MD

2020- Hired our first part-time admin. Implemented database and online forms

2021- Hired part-time Executive Director

2022- Moved to new location in Aberdeen. Launched Path to Success Online program.

Long-term Goals

Sustaining the Fresh Start Furniture Program

Expanding services to clients

2023 Goals

1. Strengthening our Board
2. Hiring a part-time COO
3. Open House and Signature event planning
4. Rebranding
5. Begin building renovations
6. Increasing Community Awareness
7. Creating reliable streams of income

Volunteer Opportunities

- ✓ Direct Service
- ✓ Behind the Scenes Support
- ✓ Small Groups
- ✓ Special Projects
- ✓ Committees/Teams
- ✓ Board Membership



Direct Service-Showroom Attendant

Duties:

- ✓ Sort & organize housewares
- ✓ Meet clients and help select needed items
- ✓ Accept donations and place with like items
- ✓ Complete Donor/Client documentation
- ✓ Clean/tidy showroom for visual presentation
- ✓ Quality control of inventory (ex. make sure lamps in working order, clean small appliances as needed, discard incomplete/defective donations)
- ✓ Assemble sets of housewares items for distribution (ex. silverware, dishes, bedding)

Skills:

- ✓ Friendly, Compassionate, Team Player, Reliable, Contentious

Shifts needs:

Wednesday 10am-2pm

- 2 weekly regulars or up to 8 monthly regulars
- 1-2 subs

Friday 3pm-6pm

- 1 weekly regular or up to 4 monthly regulars
- 1-2 subs

Second Saturdays:

- 2 subs

Third Saturdays:

- 2 regulars
- 1 sub

Other options available based on volunteer interest and availability

Bonus skills needed:

- ✓ Ability to move larger furniture items
- ✓ On-call handyman



Direct Service-Transport Team

Transport Team:

- Crews/Small groups
- Individuals with pickups
- Box truck drivers

Skills:

- ✓ Friendly, Compassionate, Team Player, Reliable, Contentious
- ✓ **Ability to move large furniture** (moving assistance items provided)

Duties:

- ✓ Drive vehicle transporting furniture
- ✓ Deliver furniture to clients/Pick up furniture from donor
- ✓ Select furniture in showroom to be delivered to client (list will be provided with all info about delivery)
- ✓ Furniture placement in showroom of donations being picked up
- ✓ Complete Donor/Client Documentation

Box Truck Drivers Needed: Our box truck is currently provided by Bel Air United Methodist Church. Drivers are needed to provide pick-up of donations and deliveries. Although helpful, it is not necessary for drivers to move furniture. DOT and background check required.

People with Pickups Needed: We often get offers from donors with only one or two items to donate. This is a great opportunity for one or two person teams to complete smaller jobs and reduce pickup wait times.



Behind the Scenes Support

- ✓ **Administrative**
 - Mostly work-from-home
 - Data entry/Monthly reporting
 - Donor letters
 - Comfortable using MS Office and Google Drive
- ✓ **Social Media/Email** (Mailchimp skills a bonus!)
- ✓ **Web design** (Wordpress)
- ✓ **Branding/Advertising**
- ✓ **Grant management/writing**
- ✓ **Online profiles**
 - Amazon Charity List
 - Guidestar
 - Charity Navigator etc.

Special Projects

- ✓ Build bed frame organizer
- ✓ Build picture storage
- ✓ Install sign out front
- ✓ Hang volunteer communication board
- ✓ Install doorbell
- ✓ Install second lock on rolling door
- ✓ Increase backdoor security
- ✓ Seal up building to prevent vermin
- ✓ Ideas?



Group Service

Small Groups

- ✓ Regularly scheduled shift- Monthly, bi-monthly, quarterly
- ✓ Collection Drive
- ✓ Crafting/Quilting
- ✓ Special Projects
- ✓ TLC Team
- ✓ Coordinate bedding/sheet sets
- ✓ Clean kitchenware/small appliances
- ✓ Freshen up furniture/cushions

Group Serve Days

- ✓ Showroom Attendants for a day
- ✓ Transport for a day
- ✓ Host a Reverse Yard Sale
- ✓ Crafting
- ✓ Showroom Beautification
- ✓ Card-writing
- ✓ Special Projects

Types of groups

Bible study or other church groups

Employee volunteer days

Sports teams

Service groups (Rotary, Lions Club, Scouts, etc.)

Book Clubs

Neighborhood groups



Earned Income

Inventory/Product Sales

FIF will begin accepting in-kind donations that cannot be used by the Fresh Start Furniture Program but can be sold to support FIF's mission.

Examples of items to be collected

- Jewelry & Collectible Coins
- Original Artwork & Signed Decor
- Vintage Toys, Comic Books & Rare Books
- Vinyl Records
- Vintage Kitchenware
- Sterling Silver and gold
- Antique Furniture, Timepieces, & Signed Décor
- Sports Memorabilia & Baseball cards

Places items will be sold

- Online Store
- In-person Auction
- Social Platforms- FB Marketplace, LetGo, & Criagslist
- BumbleJunk Warehouse Sale
- In-person events- First Fridays, Flea Markets, etc.
- Sale to Partner Vendors
- Stretch goal: Host an in-person flea market

Donation Angels

A special designation for volunteers who assist us with estate clean-outs to gather items for the Fresh Start Furniture Program and to organize, pack, and donate other items whenever possible to local charities.



Committee & Team Opportunities

Most meetings are virtual unless the group agrees that an in-person meeting is more beneficial

Executive & Human Resources- Meets quarterly. (1) seat available.

Oversees the ED evaluation, reviews operating documents every other year (completed 2022), identifies board membership needs, reviews prospective member applications and conducts interviews, and responds to internal leadership concerns.

Finance- Meets bi-monthly/quarterly. (2) seats available.

Works with ED to review current financial position, complete budget projections, identify financial needs and drafts annual budget.

Development- Meets monthly. (2) seats available.

Identifies new grant, corporate sponsorships, and revenue generating opportunities, cultivates new donors, oversees donor appreciation, and networks with the business community. In 2023, the committee will assist ED with rebranding initiatives

Programs & Outreach- No regular meetings for members. Chair meets with ED monthly. Open seats available.

Identifies program needs and works to meet them (promotes collection drives etc.), attends outreach events, fosters relationships with local churches and new community resource partnerships.

Fundraising & Events Committee- Regular meetings to be established. 5-7 seats available.

Found in Faith is planning to have a signature event annually and special events such as an Open House to celebrate our new location as needed. The committee will establish and coordinate all logistics of events including timeline, vendors, and attendees. They will promote the event in the community, recruit sponsors and request in-kind donations, and compile and evaluate for future event planning.

Building Renovation Team- Meets as needed (not to exceed 1 in-person meeting per month). (2) seats available.

Assists ED with all aspects of our upcoming building renovations including establishing goals, securing funding, managing the project budget, timeline, vendors, and grant reporting.



Board of Directors Membership

Meets the 3rd Tuesday of every month for approx. 90 mins.

(Meeting date may change as key roles are filled and new members added)

Meetings virtual with 1 in-person session quarterly.

Current members: 7 (2 stepping down)

Available seats: 6

Duties:

- ✓ Governance
- ✓ Fundraising
- ✓ Advocacy

Skills Needed:

- ✓ Nonprofit Leadership
- ✓ Business
- ✓ Programs/Client Services
- ✓ Events & Fundraising
- ✓ Legal
- ✓ Financial (Treasurer position available)
- ✓ Administrative (Secretary position available)

If you are interested in a Board of Directors position with Found in Faith Ministries, please follow this link to apply:

<https://foundinfaithmd.org/volunteer/become-a-board-member/>

To volunteer with Found in Faith Ministries, please follow this link to complete our online application:

<https://foundinfaithmd.org/volunteer/>

Applications can also be printed and turned in or mailed to:

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