



Dinner Host Coordinator

Volunteer Role Description

Updated February 5, 2026

www.forthechildren.org/volunteer

The Dinner Host Coordinator invites potential new supporters in their personal network to a fundraising dinner, where they'll be encouraged to give in support of sending more children to camp and providing them with mentoring.

For The Children (FTC) mobilizes the local Church to create life-changing moments for children who have experienced relational trauma. With over 20,000 volunteers across 44 states and 9 countries, we reach over 6,000 children in foster care through our mentoring programs and summer camps.

The Dinner Host is a volunteer position adhering to the definitions and standards outlined in the FTC Volunteer Handbook.

The Dinner Host Volunteer serves under the leadership of the Vice President of Development. The VP of Development will hold approval for all strategies and donor confidentiality by the Dinner Host Volunteer. By accepting this role, the volunteer agrees that the VP of Development will contact the donor to cultivate the donor relationship.

Volunteer Responsibilities:

- **Create Donor List:** Identify and compile a list of 15–20 individuals or couples to invite to the donor dinner.
- **Secure Venue:** Research, select, and book the event venue at least 30–60 days before the event.
- **Send Invitations:** Email digital invitations to all invitees and follow up to confirm RSVPs.
- **Coordinate Logistics:** Collaborate with the VP of Development to plan and select food and beverage options at the venue.
- **Send Pre-Ask Email:** Two weeks before the event, send an email to all invitees outlining the giving opportunity and suggested donation levels.
- **Ongoing Communication:** Meet monthly with the VP of Development to stay aligned and updated on event planning.

Volunteer Position Competencies

- Passion for impacting the lives of children who have experienced relational trauma



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- Strong relationship-building skills, with ability to engage and influence stakeholders at all levels, both internally and externally
- Experience serving with Royal Family KIDS Camp and/or Mentoring programs - preferred

Time Commitment –Seasonal - Minimum five hours per month for a three-month period. The time commitment will be mutually reviewed every six months with the option to renew.

Location –Remote, the VP of Development will travel to the event.