

FIMBS availability -roles/responsibilities

- IT: (Committee)
 - Systems
 - Workflows
 - Company Intranet
 - Security
- Event Support:
 - Set up & tear down event venues
 - Loading & unloading
 - Registration and Check-in assistance
 - Hospitality
 - Providing logistical support during events
- Fundraising/Event Planning:
 - Organizing and participating in fundraising campaigns
 - Soliciting donations or sponsorships
 - Writing fundraising letters
 - Manage the organization's E-commerce store
 - Organizing and coordinating fundraising events such as:
 - Charity runs
 - Auctions
 - Gala Dinners
- Marketing Outreach and Promotion:
 - Content creation (flyers, etc.)
 - Distributing flyers and promotional materials
 - Conducting community outreach and awareness campaigns
 - Managing social media accounts and online promotion
- Administrative Tasks:
 - Data entry and record-keeping
 - Answer phones and emails
 - Managing schedules and appointments
- Mentoring:
 - Providing tutoring or mentoring services to participants
 - Business Coaching to participants
- Research & Data Scientist:
 - Conducting research on behalf of the organization
 - Compiling data and creating reports
 - Analyzing survey results or market research
 - Data Trends
 - Performance Tracking
 - Customer behavioral

- Volunteer Coordination:
 - Recruiting and training new volunteers
 - Organizing volunteer schedules and assignments
 - Conducting volunteer orientations
- Program Support:
 - Assisting with workshops or educational programs
 - Helping with the planning and execution of community initiatives
- Specialized Skills:
 - Utilizing specific skills such as graphic design, web development, or legal expertise for the organization's benefit
 - Process documentation
 - Writing grant proposals
 - Teaching workshops or classes in areas of expertise
- Logistics:
 - Supply Chain Management:
 - Managing the procurement, storage, and distribution of goods and materials required for FIMBS operations. This includes sourcing products, negotiating with suppliers, and maintaining inventory levels.
 - Inventory Control:
 - Keeping track of inventory levels and ensuring that the nonprofit has an adequate supply of necessary items while minimizing waste and excessive spending.
 - Distribution and Transportation:
 - Coordinating the shipment and distribution of goods and resources to various locations, including offices, partner organizations, and beneficiaries. This may involve organizing transportation, managing shipping logistics, and tracking deliveries.
 - Donation Management:
 - Handling incoming donations of goods, materials, and supplies. This includes assessing the suitability of donations, storing them appropriately, and distributing them to team members for identified events.
 - Event Logistics:
 - Supporting the planning and execution of events, fundraisers, and outreach activities by coordinating logistics such as venue selection, transportation, setup, and tear-down.
 - Volunteer Coordination:
 - Recruiting and managing volunteers who can assist with various logistical tasks, including packing, sorting, and distributing goods.
 - Resource Allocation:

- Ensuring that resources are allocated efficiently to maximize impact while adhering to budget constraints. This may involve cost analysis and optimization. For example marketing material; programs; plaques.
 - Compliance and Documentation:
 - Maintaining records, documentation, and compliance with relevant regulations and policies related to logistics and procurement.
 - Collaboration:
 - Working closely with other departments within the nonprofit, such as program management, finance, and fundraising, to align logistics efforts with the organization's overall goals and objectives.
 - Budget Management:
 - Developing and managing budgets related to logistics activities, ensuring that expenditures are in line with the nonprofit's financial resources.
 - Continuous Improvement:
 - Identifying areas for improvement in logistics processes and implementing best practices to enhance efficiency and reduce costs.
 - Reporting and Analysis:
 - Providing regular reports and analysis on logistics performance, including key performance indicators (KPIs) and metrics to help the organization make informed decisions.
 - Overall, a logistics person in a nonprofit plays a pivotal role in ensuring that the organization can effectively carry out its mission by efficiently managing the flow of resources, materials, and services necessary for its operations while being mindful of budget constraints and compliance requirements. Their work contributes to the organization's ability to make a positive impact on its beneficiaries and communities.
- Security:
 - Deterrence: Security officers should act as a visible deterrent to potential threats and criminal activity. Their mere presence can discourage individuals with malicious intent from engaging in unlawful behavior.
 - Access Control: Security officers should manage access points, verify the identity of individuals, and ensure that only authorized personnel enter restricted areas. This includes checking identification, and badges, and monitoring surveillance cameras.
 - Patrol and Surveillance: Depending on the setting, security officers may need to conduct regular patrols to monitor for any suspicious activity. They should also keep a watchful eye on surveillance cameras and respond to any unusual events.
 - Emergency Response: Security officers should be trained to respond to emergencies, such as fires, medical incidents, or security breaches. They may need to vacate premises, provide first aid, or alert relevant authorities.

- Conflict Resolution: Security officers should be skilled in de-escalating conflicts and handling confrontations peacefully. Their training may include techniques for resolving disputes and diffusing tense situations.
- Communication: Effective communication is essential. Security officers should be able to communicate clearly and promptly with colleagues, clients, and law enforcement when necessary. They may also need to write reports detailing incidents and activities.
- Observation and Reporting: Security officers should be highly observant and capable of identifying potential threats or security breaches. They must report any suspicious activity promptly and accurately.
- Customer Service: In many settings, security officers also serve as the first point of contact for visitors and employees. Providing excellent customer service is important in creating a positive experience while maintaining security.
- Knowledge of Procedures and Protocols: Security officers should be familiar with and follow established security procedures and protocols. This includes understanding emergency response plans and safety measures.
- Training and Professionalism: Security officers should undergo training to stay up-to-date on security best practices, legal requirements, and the use of security equipment. Maintaining professionalism and ethical behavior is also essential.
- Adaptability: Security officers must be prepared to adapt to changing circumstances and respond to unforeseen events. Flexibility is key in security work.
- Teamwork: In larger security operations, officers often work as part of a team. Collaborating effectively with colleagues and supervisors is crucial to overall security effectiveness.
- Legal and Ethical Compliance: Security officers should always operate within the bounds of the law and adhere to ethical standards. This includes respecting the rights and privacy of individuals.
- The specific responsibilities of security officers can vary widely depending on the industry, the type of facility they are protecting, and the potential threats they may encounter. Nevertheless, the core objective is to ensure the safety and security of people and property within their jurisdiction.
- Translation and Interpretation:
 - Providing translation services for non-English-speaking communities
 - Acting as an interpreter in meetings or events
- Public Speaking and Education:
 - Giving presentations or talks on behalf of the organization
 - Conducting education workshops or seminars