



POSITION PROFILE

TITLE: Manager, Corporate & Community Volunteerism

DEPARTMENT: Volunteer Center
REPORTS TO: Chief of Staff
STATUS: Full-Time, Exempt

SUMMARY: This role will assume responsibility for developing and implementing high quality corporate and community volunteer experiences that engage between 10 and 1,000+ people. The Manager, Corporate & Community Volunteerism reports to the Chief of Staff responsible for relationship management and fast-paced operations of our corporate volunteer programs, strategic partnerships, and National Days of Service programming. This role is key to the growth of our Volunteer Center; bringing creativity and innovation, entrepreneurial thinking, a bias towards action, and can-do attitude to our team. The Manager, Corporate & Community Volunteerism must be resourceful, efficient, detail-oriented, and maintain a high-touch approach to managing our organization's key relationships.

ESSENTIAL DUTIES:

CORPORATE VOLUNTEER MANAGEMENT

Develop and manage corporate volunteer service partnerships.

- Cultivate and manage volunteer partnerships.
- Develop and produce large-scale service projects.
- Recruit, train and manage volunteer project leaders and other staff assigned to support
- Provide exceptional onsite, service project management.
- Use volunteer database to coordinate project activities, volunteer retention, recognition programs, and impact report data.
- Apply continuous improvement principles to managing and evaluating service projects.
- Develop budgets and monitor expenses related to volunteer service projects.

COMMUNITY VOLUNTEER PROGRAMS

Deliver high quality volunteer programs and experiences, and grow the impact of HandsOn's service mission in Central Ohio.

- Manage and grow the Neighborhood Ambassador's Program volunteer community.
- Develop, manage and maintain the Nonprofit Leaders Forum
- Implement and raise profile of signature volunteer events (i.e. National Days of Service, Volunteer Appreciation Week, Columbus Volunteer Challenge, MLK Day, etc.).
- Expand volunteer recognition and rewards program to cultivate robust volunteer communities.
- Collaborate with volunteer and service partners to achieve shared service goals.
- Serve as HandsOn's primary liaison between our partners and the community, and our Volunteer Center.

OTHER RESPONSIBILITIES & DUTIES

- Recruit volunteers for the 2-1-1 call center
- Represent HandsOn at meeting and serve on committees in the community as necessary
- Create, manage and maintain volunteer participation information
- Develop creative opportunities for Civic Associations, Neighborhood groups and residents to engage with and experience HandsOn Central Ohio's Brand
- Coordinate and deliver monthly 2-1-1 trainings

CORE COMPETENCIES

- Listen
- Be a good partner
- Embrace difference
- Get things done
- Inspire others
- Lead with conviction
- Serve

SKILLS, KNOWLEDGE & ABILITIES:

- Knowledge of corporate, event-based, and individual volunteer engagement strategies
- Microsoft Office, with above average ability to manipulate spreadsheets and develop presentation decks
- Excellent oral and written communication
- Sales planning and execution
- Strategic project management
- Strong customer service orientation
- Ability to learn quickly and continuously
- Ability to anticipate needs of customers
- Knowledge of volunteer recruitment, rewards, and recognition

QUALIFICATIONS:

- A passion for strengthening community through volunteer service
- Bachelor's Degree
- 3 years' experience working with volunteers
- Demonstrated experience with goal-based planning and program implementation
- Ability to translate mission, programs, and activities into opportunities for volunteer engagement and partnership
- A track record of success in individual, group, and event-based volunteer management
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders
- A multi-tasker with the ability to wear many hats in a fast-paced environment
- Personal qualities of integrity, credibility, and professional agility

HOW TO APPLY: Submit cover letter, resume and 3 references (at least 2 professional) to:

ATTN: Human Resources
HandsOn Central Ohio, 1105 Schrock Rd, Suite 100, Columbus, OH 43229
hr@handsoncentralohio.org

Posting Deadline: March 17, 2019

HandsOn Central Ohio is an Equal Opportunity Employer