

## VIP MC Program Manger

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**Reports to:** Volunteer Engagement Manager

**Classification:** Permanent, exempt, 32 hours per week; options for a flexible schedule and working remotely available

**Salary:** DOE

**Start Date:** February 15, 2016

### About Us

Nonprofits need solid technology, sound planning, and robust administrative systems. They also need engaged boards, supported staff, and sustainable funding. 501 Commons' programs and services support organizations so they have what they need to make a world of difference.

### About VIP Manager Corps

VIP MC ([Volunteer Impact Partnership – Management Corps](#)), a program delivered in partnership with United Way of King County, helps local nonprofits develop, grow and sustain effective volunteer engagement programs. VIP MC matches volunteers, who will serve an average of 10 hours per week, with social service agencies who need help developing the essential tools and systems needed to effectively engage volunteers.

### VIP MC Program Manager

The VIP MC Program Manager is responsible for all aspects of program planning and delivery including:

- Developing program schedules, updating materials, making adjustments to and documenting processes as needed.
- Working with the Volunteer Engagement Manager and United Way of King County to recruit, select and establish agreements with participating agencies.
- Managing the recruitment, matching, and training of all volunteers.
- Facilitating all program gatherings and events.
- Working with project advisors to support project teams, ensuring that program goals are met and any issues are promptly identified and addressed.
- Ensuring that the work plans and products of VMC members are of high quality.
- Managing all aspects of reporting including capturing feedback and impact data, developing written reports and making recommendations for future cohorts.

### Qualifications

#### Technical skills

- Previous experience working in a nonprofit setting.
- A broad understanding of nonprofit management.
- Two years' experience managing a **comprehensive** volunteer or human resources program.
- Demonstrated ability to communicate effectively at all levels. Excellent written and verbal communication skills.
- Excellent Microsoft Office skills. Willingness to master 501 Commons technology tools and systems.

#### Team Skills

- Strong people management skills with proven ability to work collaboratively.
- Self-motivated and driven to exceed project goals, while contributing to a successful team.
- Strong organizational skills, with high attention to detail and follow through.

- Ability to work independently and as part of a team while balancing multiple projects and processes simultaneously.

### **Inclusiveness Statement**

501 Commons is an equal-opportunity employer and seeks to recruit persons of diverse backgrounds and to support the retention and advancement of diverse persons within the organization. We believe that a having a board, staff, and volunteer corps with diverse personal and professional backgrounds enhances our ability to meet our mission.

501 Commons is committed to providing an inclusive workplace that includes people of diverse backgrounds and fully utilizes their talents to achieve its mission. We are committed to fostering and supporting a workplace culture inclusive of people regardless of their race, ethnicity, national origin, gender, sexual orientation, socio-economic status, marital status, age, physical abilities, political affiliation, religious beliefs or any other non-merit fact, so that all employees feel included, equal valued and supported.

### **To Apply**

Please submit a cover letter and resume to [jobs@501commons.org](mailto:jobs@501commons.org) with the name of the position in the subject line.