



## Volunteer Initiatives Manager

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**Reports to:** Consulting Services Program Manager

**Classification:** Regular, non-exempt, up to 20 hours per week

**Salary:** \$22-\$26 per hour, depending on experience

**Start Date:** November 1, 2018

### Position Summary:

501 Commons provides volunteer management expertise and resources to nonprofit organizations, their staff and volunteers. The Volunteer Initiatives Manager is a member of 501 Commons' management consulting services team, and helps strengthen the ability of nonprofits to effectively recruit, engage and retain high-value volunteers.

### Essential Responsibilities Include:

#### Resource and Training Duties:

- Boost the capacity of Pacific Northwest nonprofits by designing curriculum and delivering a regular series of volunteer management training sessions that includes both basic and advanced topics through a variety of different mediums (in-person, via webinars, at local conferences, etc.)
- Work with colleagues to coordinate the events, including:
  - Preparing and managing registration
  - Promoting attendance
  - Arranging venues, food and beverages, A/V equipment, etc.
  - Assisting with day-of set up, check-in, and cleanup
  - Collecting and compiling event evaluations
- Update and maintain the online Volunteer Management Guide, including the development of new content

#### Program Management Duties:

Volunteer Impact Partnership Manager Corps (VIP MC) is a program that has been developed and delivered in partnership with the United Way of King County. VIP MC helps local nonprofits develop, grow and sustain effective volunteer programs by connecting them with skilled volunteers that develop the essential tools and systems needed to engage volunteers effectively.

The Volunteer Initiatives Manager will implement all aspects of VIP MC including:

- Developing program schedules, updating materials and making program improvements as needed
- Working with program funders 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 potential 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 program reports and making recommendations for future cohorts

## **Qualifications:**

### **Technical skills**

- A minimum of two years' experience managing a comprehensive volunteer program; experience working with professionals in skills-based volunteer roles preferred
- A broad understanding of nonprofit management
- Proven ability to develop and deliver effective trainings and learning sessions for adults
- Demonstrated ability to communicate effectively at all levels; excellent written and verbal communication skills
- Ability to build and maintain strong internal and external customer relationships
- Excellent Microsoft Office skills; willingness to master 501 Commons technology tools and systems
- Ability to travel throughout Washington state

### **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
- Demonstrated ability to perform in a fast-paced work environment and to meet deadlines
- Ability to work independently and as part of a team while balancing multiple projects and processes simultaneously

## **What we offer:**

- Collaborative organization where you'll work alongside highly-skilled professionals in our staff and Executive Service Corps
- Flexibility: Ability to set your own schedule within a M-F, 7 am to 7 pm timeframe, including working remotely and/or from home (subject to individual arrangements with supervisor)
- Generous paid time off

## **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 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.

**About 501 Commons:**

Many nonprofit organizations lack the resources necessary to fully achieve their missions. 501 Commons bridges that gap by offering nonprofits across the Pacific Northwest a variety of consulting and direct services in areas such as management, technology, leadership development, finances, bookkeeping, human resources, and others. Thanks to the 500+ members of our Executive Service Corps who volunteer their time and expertise, we are able to provide \$1.5 million worth of affordable services to nonprofits on a sliding scale each year.

**To Apply:**

To be considered for this position, please submit your resume and cover letter to [jobs@501commons.org](mailto:jobs@501commons.org) with Volunteer Initiatives Manager in the email subject line. We look forward to hearing from you!