



SPIRIT OF GIVING
Charity • Community • Collaboration

Job Description: Volunteer Program Manager

Spirit of Giving Network (SOGN) is a collaborative, nonprofit organization with a focus on children and families in South Palm Beach County. It is a forum where nonprofits and community supporters share information, resources and best practices. Currently, there are more than 60 nonprofit member organizations and community partners meeting on a monthly basis. The group's objective is to streamline the delivery of services to the community by working collaboratively to solve issues, eliminate duplication and improve operations through internal and external partnerships. By working together with citizens, businesses, and community partners, we create alliances and programs that promote lasting change.

Main initiatives include:

- Annual Back to School Bash
- Annual Holiday Gift Drive
- ESPN Boca Raton Bowl
- Community Spirit Race
- Community Volunteer Training, Screening & Placement
- Member Organization Monthly Informational Meetings

Position: Volunteer Program Manager

Description: Spirit of Giving seeks a dynamic, self-starter with excellent communication and organizational skills, extremely detail-oriented and has the ability to meet deadlines. The Volunteer Program Manager is a key member who with the support of management and board, develops a vision for volunteerism in the member organization and community. Recruit and manage volunteers to enhance the vision and mission of the organization. Introduces and ensures effective volunteer management practices and standards in the organization and community.

Duties and Responsibilities:

- Recruit and supervise volunteers for internal and external service
- Volunteer program liaison with Spirit of Giving staff, board and member organizations
- Develops community partnerships and collaborations (schools, universities, businesses, civic orgs, churches...)
- Conduct volunteer training as needed
- Market & promote Volunteer Screening, Training & Placement Program to nonprofit organizations and the community at large
- Update and maintain volunteer database and identify long term and short term volunteers
- Communicate directly with volunteers and nonprofit organizations in person, through email and by phone
- Identify and follow up on potential sponsorship/funding opportunities to support the Community Volunteer Program
- Assist with the creation of marketing material used to promote the Spirit of Giving, its programs and volunteer opportunities
- Oversea and administer the Level 2 Background Check fingerprinting program, maintain accurate records and provide monthly reporting to ensure service is revenue-producing
- Assist with the planning and implementation of Spirit of Giving organization programs and events



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- Local travel required from time to time to facilitate or attend programs and events, off-site training, speaking engagements and fingerprinting
- Interact courteously and tactfully with managers, co-workers, visitors, volunteers and community partners.
- As a representative of Spirit of Giving network, must conduct themselves in a courteous, positive and ethical manner
- Provides administration support for Spirit of Giving and Executive Director
- Promote Spirit of Giving at community events

Qualifications

- Bachelor's Degree or comparable training and job experience
- 2 or more years' experience working with volunteers
- Nonprofit experience preferred
- Reliable, self-motivated, good organizational skills, detail-oriented, ability to prioritize, multi-task and meet deadlines
- Ability to work independently on assigned tasks, as well as to accept direction on given assignments
- Acceptance of increased responsibilities around events, including some evenings and weekends
- An effective communicator, both verbal and written
- Excellent interpersonal skills and the ability to establish effective working relationships with staff and volunteers
- Proficiency in Microsoft Office (Word, Excel & PowerPoint) required
- Willingness to view challenges and changes as opportunities for learning
- Proficiency with social media as a promotional tool preferred
- Must comply with all Spirit of Giving Network standards, i.e., conduct, policies and procedures
- Must be willing to carry out the mission and vision of Spirit of Giving network, support the growth of the agency and carry out the goals of the Strategic Plan
- Must possess sensitivity to the cultural differences that are present among the organization's service population
- Must possess a valid driver's license and dependable transportation
- Ability to lift at least 20 pounds

Start Date: Position open until filled.

Hours: 30-35 hours/week average (more around special events including some evenings and weekends)

Starting Pay: \$15/Hour

To Apply: Please send cover letter and resume to sue@spiritofgivingnetwork.com

Spirit of Giving Network is an Equal Opportunity Employer and does not discriminate on the basis of sex, race, age, national origin, ethnic, background, disability or any other characteristic protected by law.