

# Hope Communities, Incorporated

## Job Description

**Job Title:** Volunteer Manager  
**Department:** Development and Marketing  
**Reports To:** President and CEO  
**FLSA Status:** Hourly  
**Prepared Date:** January 14, 2019

### SUMMARY

The Volunteer Manager is responsible for developing and implementing a robust volunteer program to supplement staff and bring new resources to Hope's clients. This program, like all others at Hope Communities, is created to strengthen the impact of the work Hope engages in – furthering its mission and supporting economic opportunity for residents.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Community Engagement:

- Identify meaningful volunteer opportunities for area businesses. Supports staff in facilitating those opportunities.
- Recruit, orient and train volunteers to support efforts at locations across the organization. Serve as the first point of contact for any community members interested in volunteering for Hope Communities.
- Identify, plan and facilitate several group volunteer projects (target of 4) for the year.
- Coordinate Hope's annual Holiday Gift Drive by identifying participating businesses, engaging volunteers, and working with Community Managers to integrate the drive with each property's annual holiday party.
- Engage community organizations to support a back-to-school drive to ensure all K-12 residents have the supplies they need to begin the academic year successfully.
- Support the Development Manager in securing in-kind goods and services to benefit the organization and its clients.

**OTHER DUTIES AND RESPONSIBILITIES** include the following:

- Develops and engages a bank of business entities with corporate giving programs.
- Represents Hope Communities within the larger community upon occasion.
- Demonstrates the core values of the organization in all that is required in the position.
- Supports Hope Communities' fundraising and outreach programs. Includes attendance and assistance in the preparations and execution as needed.
- Performs other duties as assigned.

**SUPERVISORY RESPONSIBILITIES:** No supervision of staff. There will be supervision of volunteers.

### QUALIFICATIONS

To perform this job successfully, an individual must be a self-starter and able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Exceptional written and verbal communication skills.
- A minimum of two years of nonprofit work, with particular focus on self-sufficiency and economic opportunity programs.
- Experience in recruiting, training and coordinating volunteer efforts.
- Experience working with diverse populations.
- Self-motivated and able to multi-task.
- Ability to work effectively with staff, businesses, volunteers and residents.
- Possesses a valid Colorado driver's license; has a reliable and consistently available vehicle; and is able to regularly travel throughout the properties in the Denver metro area.

### EDUCATION and/or EXPERIENCE

Bachelor's degree (B. A.) with at least two years related experience and/or working on a bachelor's degree with at least two years direct experience. Experience in the nonprofit sector is required. Experience with government, corporate and faith-based funding streams a plus.