

DePelchin Children's Center
Manager, Volunteer Services and Community Outreach

Reports to: Director, Donor and Community Engagement
Supervises: Volunteers, Holiday Project Coordinator
Classification: Full-time, Exempt
Location: Memorial Dr., Houston, TX
Benefits: Yes

Position Description:

The Manager of Volunteer Services and Community Engagement leads a pivotal function within the organization through the management, recruitment, training, and supervision of volunteers who support the organization's programs, services and clients. This position oversees major projects including DePelchin's annual Diaper Drive, School Supply Drive and Holiday Project as well as all aspects of the Friends of DePelchin young professionals' society, including collaboration with the Board to establish and achieve recruitment, engagement, and fundraising goals. The Manager of Volunteer Services and Community Engagement will manage the operations of DePelchin's Donation Station as well as all in-kind donation collections, drives and distributions. This position also plans and executes community engagement opportunities, provides logistic support for special events, and will represent the agency at community engagements. The Manager of Volunteer Services and Community Engagement carries out duties in a manner that promotes good teamwork between all departmental and center staff and supports the center and departmental philosophy, policies and procedures.

Responsibilities:

1. Manages the Volunteer Program to include planning, goal setting, evaluation and program development, in collaboration with appropriate program staff.
2. Recruits, trains, places and supervises (jointly with program staff) volunteers who support Agency programs.
3. Manages the operations of DePelchin's Donation Station as well as all in-kind donation collections, drives and distributions. This includes, but is not limited to the annual Diaper Drive, School Supply Drive, and Holiday Project Drive. Plans and promotes donation drives to engage a larger audience of donors.
4. Oversees all aspects of the Holiday Project Program and manages the Holiday Project Coordinator.
5. Provides relevant, up-to-date volunteer and community engagement content for digital channels including organizational website, social media platforms, and emails.
6. Promotes the community volunteer matching programs and works with Director of Donor and Community Engagement to maximize this funding area.
7. Oversees all aspects of the Friends of DePelchin young professionals' society, including collaboration with the Board to establish and achieve recruitment, engagement, and fundraising goals. Manages planning and implementation of strategy for all other auxiliary groups.
8. Plans engagement opportunities for the children and families served by DePelchin and provides support on other special events.
9. Works closely with the Donor Relations team to coordinate the flow of prospective mid- level and major donors from the corporate and individual volunteer pool.
10. Represents the department and organization within the center and to the community.
11. Prepares and manages budgets for area of responsibility.
12. Maintains volunteer records.
13. Ensures updates and implementation of all center and departmental policies and procedures.
14. *Perform all other duties as assigned.

Required Qualifications:

- Bachelor’s degree.
- Minimum one (1) year experience in volunteer management, program development or special event planning.

Preferred Qualifications:

- Certified Volunteer Administrator a plus.
- Documented success of volunteer program expansion and management.

Knowledge, Skills and Abilities:

- Ability to network effectively and cooperatively with diverse populations.
- Ability to perform effectively in public speaking and presenting to groups.
- Ability to effectively use community resources.
- Ability to work with all program areas of agency.
- Above average verbal and written communication skills.
- Exhibits above average ethical and professional judgment regarding management of dollars and gifts in kind.
- High level of organizational skills and administrative skills.
- High level of active listening, problem solving, information processing, confronting, analyzing, negotiating, instructing, facilitating, and role modeling skills.

APPLY ONLINE AT THE FOLLOWING URL

<https://depelchinchildrenscenter.applytojob.com/apply/g5ncnFvO77/Manager-Volunteer-Services-And-Community-Engagement>

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