

Job Title: Volunteer Engagement and Fundraising Events Manager
Department: Fundraising Team
Reports to: Sr. Manager of Volunteer Engagement and Fundraising Events
Status: Exempt, Full-time
Date: TBD

Primary Responsibilities:

Promote volunteerism, recruit volunteers, and develop committed United Way of Southern Nevada (UWSN) supporters through the development of strategic partnerships. This will be accomplished by managing the coordination and placement of volunteers with a focus on the connection of corporate volunteers with appropriate opportunities at UWSN with member agencies, and in the community. Provide direction for UWSN staff to accomplish volunteer goals and work plan objectives. Also, responsible for planning and organizing UWSN community and fundraising events under the direction of the Sr. Manager.

ESSENTIAL DUTIES:

1. Manage a strategic community engagement plan that aligns with organization-wide strategic goals.
2. Assist, coordinates, and manages United Way Day of Caring and other community events.
3. Align current funded agency partners with best capacity to support volunteer projects.
4. Develop and cultivate relationships with funded agencies, key community groups to strengthen connections to UWSN through volunteerism efforts.
5. Determine, solicit, and manage community volunteer project budgets.
6. Assist with corporate service projects (kit building) to bring in revenue to UWSN.
7. Manage community donation drives.
8. Manage online volunteer database, Volunteer Connect.
9. Ensure member agency and community group division data needs are captured in CRM Lite.
10. Evaluate and analyze agency/community engagement year over year.
11. Secure key statistics and figures that can be used in collateral pieces regarding the impact of volunteerism.
12. Assist with post-volunteer project analysis, review feedback, calculate statistics, and look for ways to improve process and events.
13. Coordinate and manage UWSN volunteer and fundraising events under the direction of Sr. Manager. Provide direction for UWSN staff to assist and support all events.

Secondary Duties:

Perform related duties as required.

Environment:

The environment for this position is an open office area that is clean and comfortable. It may include some minor annoyances such as noise, odors, drafts, etc. The incumbent is in a non-confined office-type setting in which he or she is free to move about at will. In addition, the incumbent will travel via personal vehicle or public transportation to client sites, workplace events, meetings, etc.

Physical Activity:

In the course of performing this work, the incumbent:

- Will spend substantial time standing, walking, sitting, speaking and listening.
- Must regularly lift and/or move up to 20 pounds and occasionally lift and/or move up to 30 pounds.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Equipment and Software Operation:

The incumbent in this position may operate the following equipment:

- Telephone, cell phone and fax machine
- Computer, printer and related equipment
- Copy machine
- Audio-visual equipment
- Personal automobile

Computer software may include the following:

- Microsoft Office/ Teams
- Internet Explorer/Google Chrome
- Donor Database and/or Customer Relationship Management System CRM Lite

Position Requirements:

These specifications are general guidelines based on the minimum experience normally considered essential to the satisfactory performance of this job. Individual abilities may result in some deviation from these guidelines.

To perform effectively in this position, the incumbent must have:

- Demonstrated ability to work and engage with volunteers, local/state government and community partners.
- Ability to build strong, productive relationships and motivate individuals to obtain results.
- Ability to build relationships and maintain on-going contact with others at all levels both internally and externally to the organization.
- Demonstrated ability to proactively manage multiple tasks effectively.
- Results driven and detail-oriented.
- Strong organizational skills and attention to detail are critical.
- Demonstrated leadership abilities with exceptional written/oral communication and presentation skills.
- Strong work ethic and a high level of integrity.
- Ability to be a team player and collaborate with internal colleagues, external partners, agencies and volunteers.
- Strong computer skills.
- A professional appearance and demeanor.
- Ability to work a flexible schedule including evenings and weekends as needed.
- Valid Nevada Driver's license, proof of auto insurance coverage and daily access to a personal vehicle for site visits, meetings and projects.
- Performs all other duties as assigned.

These requirements are met by any combination of education that typically includes a Bachelor's Degree in Social or Human Services, Non-Profit Management or related field and a minimum of two years of progressively responsible management experience. The right combination of education and/or relevant experience may be substituted in lieu of degree requirements. Prior non-profit experience is preferred.

Diversity, Equity, & Inclusion We take the broadest possible view of diversity. We value the visible and invisible qualities that make you who you are. We welcome that every person brings a unique perspective and experience to advance our mission and progress our fight for the health, education, and financial stability of every person in every community. We believe that each United Way community member, donor, volunteer, advocate, and employee must have equal access to solving community problems. We strive to include diversity, equity, and inclusion practices at the center of our daily work. We commit to using these practices for our business and our communities. Join us in embracing diversity, equity, and inclusion for every person in every community. LIVE UNITED

Diverse candidates are encouraged to apply.