



Volunteer Center Director

Position: Director of the United Way of Chittenden County Volunteer Center
Reports to: Executive Director

Objective: To develop, implement and measure the outcomes of a strategic, comprehensive community volunteer recruitment, referral and recognition plan which is in keeping with the mission, strategic plan, and organizational goals of the UWCC to achieve community impact.

To develop, implement and measure the outcomes of a strategic plan to provide volunteer management assistance, consultation and training to strengthen the capacity of nonprofit community organizations to engage volunteers their mission.

To develop and implement a continuous program of public relations and marketing regarding volunteerism in cooperation with the UWCC Communications & Development Director

To develop and implement a diversified funding strategy for the UWCCVC in cooperation with the UWCC Communications & Development Director.

To identify emerging trends and issues in the community pertaining to volunteerism and work with appropriate staff and committees to plan and implement a response

Responsibilities:

Provide leadership and management of the three major Volunteer Center Programs, i.e. RSVP, Foster Grandparent Program and Volunteer Connections; supervise the Volunteer Center Staff: RSVP, FGP and Volunteer Connections Program Coordinators (4); FGP Program Coordinator for Franklin/Grand Isle Counties (1); staff assistants(2)

- Prepare annual communications and marketing plan in cooperation with the Director of Communications/Development
- Prepare and manage the annual UWCCVC budget and related program budgets
- Hire, supervise and evaluate all UWCCVC staff

Apply for and maintain federal, state and foundation funding for the programs as appropriate; seek out additional funding opportunities

United Way of Chittenden County
Volunteer Center Director Job Description

through foundations, businesses, to ensure adequate financial support for the programs.

Ensure compliance with national HandsOn Network standards for Volunteer Centers and Corporation for National Service standards for RSVP and FGP requirements

Ensure compliance with all other federal, state and grant requirements

Prepare and issue program reports as specified by various funding sources

Staff the Volunteer Center Committee of the UWCC Board, as well as the FGP/RSVP Advisory Committee

Collaborate with other Senior Management Staff of UWCC to plan, develop and manage (plan, do, check, act) the strategic direction of the overall organization.

Plan, develop and implement a strategic plan for continuous growth and improvement in all three Volunteer Center programs in accordance with the UWCC strategic plan and the mission of the United Way of Chittenden County.

Create and maintain a program to manage internal United Way of Chittenden County volunteers and to actively recruit for committee vacancies.

Qualifications:

- Bachelors degree required; masters degree preferred
- Strong computer, internet and Microsoft Office literacy
- Strong background in managing and supervising a team
- Experience in writing and implementing strategic plans
- Public speaking experience
- Strong organizational skills and the ability to juggle many projects
- Knowledge of community resources, health and welfare systems a plus
- Fund-raising and grant-writing experience preferred
- Grant management experience a plus
- Prior management of program budgets preferred
- Understanding generational needs as they pertain to volunteerism a plus
- Must be a team player

Cover letter and resumes should be received by July 22nd and mailed to the Executive Director, United Way of Chittenden County, 412 Farrell Street, Suite 200, South Burlington, VT 05403 or e-mailed to Fexhrije@unitedwaycc.org. **No phone calls, please.** United Way of Chittenden County is an equal opportunity employer. Candidates from diverse backgrounds are encouraged to apply.