



JOB DESCRIPTION

POSITION TITLE:

Program Manager

SUMMARY:

The Program Manager is responsible for the implementation of programs designed to strengthen nonprofit organizations by fostering effective volunteerism, and to connect community members with opportunities to serve nonprofit organizations for maximum community impact. This position reports to the Executive Director.

PRIMARY RESPONSIBILITIES:

Program Development - General

- Effectively recruit volunteers and match potential volunteers with appropriate volunteer opportunities.
- Manage and promote volunteer opportunities/referrals using the Get Connected system and social media.
- Act as primary liaison with nonprofit organizations.
- Act as primary contact for group volunteering inquiries.
- Manage other programs identified in the strategic plan.

Program Development - Youth

- Manage the VolunTEENs program and Michigan Student Service Awards program.
- Act as advisor to the Youth Service Council.
- Assist with other youth programs as needed.

Program Development – Community Outreach

- Manage Day of Caring program to engage community members in volunteer events.
- Provide corporate engagement support for the Managed Volunteer Program (MVP).
- Administer Days of Service program & WMU student volunteering events.
 - Contact program partners and facilitate meetings to coordinate outreach activities, develop relationships and partner roles.
 - Identify and contact local nonprofit organizations and invite their participation in large episodic volunteer events.
 - Engage Kalamazoo community in a minimum of three nationally aligned days of service throughout the year by promoting events to the public to increase volunteer participation.
 - Create and engage new “volunteer leaders” who can assist in planning and administering events.

Program Development – Education & Training

- Working with the Executive Director, assist in the development and implementation of training programs for volunteer managers and other nonprofit staff to develop leadership capacity and effective volunteer programs.
 - Prepare all class materials, schedule speakers, and facilitate sessions.
 - Conduct volunteer management training (public and custom).
 - Provide consulting support to nonprofit organizations and/or individuals.
 - Develop and implement a schedule of training workshops and classes, including volunteer management training and other training as needed.

Public/Community Relations

- Promote volunteerism through speaking engagements, articles and interviews.
- Represent Volunteer Kalamazoo at KAVA meetings.

General Administration

- Assist in identifying and applying for relevant supplemental grants for volunteer programs.
- Manage special projects as required to implement the strategic plan.
- Maintain data to support defined performance metrics and program evaluation efforts.
- Participate in strategic planning and budgeting.
- Provide board and/or committee support as needed.
- Supervise the AmeriCorps VISTA member focused on service learning and youth programming.
- Other duties as assigned by the Executive Director.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Possess experience in managing programs, individuals, and groups.
- Demonstrated strong written and oral communications skills.
- Knowledge of principles and best practices for nonprofit boards and volunteer management; nonprofit board or staff experience and/or volunteer management experience is desirable.
- Able to lead training activities, speak to organizations and media.
- A high level of competency using MS Office (specifically Microsoft Excel), desktop publishing applications, contact management software, and social media platforms is required. Knowledge of Salesforce and/or Get Connected preferred.
- Ability to work independently or in collaboration with others. Strong leadership, strong initiative and follow-through capacity. Great attention to detail is crucial. **MUST BE A SELF STARTER.**
- Strong partnership-building and event planning skills.

EDUCATION AND TRAINING:

The qualified candidate will possess a Bachelor's Degree or equivalent experience in nonprofit management, business or related field of study. Minimum two years of related experience, or a Master's Degree in Public Administration or Business Administration.

WORK ENVIRONMENT: Professional office setting. Office is located on Metro Transit bus route and is accessible.

Applications/resumes will be accepted through **June 15, 2015**. Interested candidates should send application, resume, and cover letter to Carrie Vanderbush, Executive Director, at carrie@volunteerkalamazoo.org or send/drop off to Volunteer Kalamazoo, 3901 Emerald Dr, Suite A, Kalamazoo 49001.

Our Mission:

Volunteer Kalamazoo builds capacity for effective local volunteering, connects people with opportunities to volunteer and promotes volunteerism in our community. For more information on our programs and services, please visit

<http://volunteerkalamazoo.org>.

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