



VISION: A thriving region where all individuals and families have the opportunity to succeed.

The mission of the Community Foundation is to make the Richmond region a better place through bold solutions and inspired philanthropy. Today, we manage more than 1,400 charitable funds with assets exceeding several billion dollars and growing. In 2022, we deployed more than 6,000 grants totaling over \$85 million. The Foundation also supports the activities of 9 other charitable foundations and organizations that have chosen to fulfill their charitable legacy in partnership with us. *Together we do more good!*

As a part of the Community Foundation, you have a chance to use your skills and experience to create positive, long-lasting change for our region; while maintaining a healthy balance between personal and professional endeavors. We offer competitive benefits, flexibility in schedule and partial telework, half-days on Fridays, a collaborative culture, and mission-centered work.

To learn more about our vision and mission, please visit cfrichmond.org/About/Our-Story.

TITLE: Volunteer Program Coordinator

REPORTS TO: Director of Civic Engagement

CLASSIFICATION: Full-time, exempt; salaried-benefits eligible; 37.5 hours per week

SALARY RANGE: \$43,000 - \$45,000

POSITION DESCRIPTION: This position supports and develops programming for civic engagement initiatives including volunteer engagement and civic education programs. This position will offer cross-functional support to other teammates within the division to advance Community Foundation's (CF) priorities

PRIMARY DUTIES AND RESPONSIBILITIES:

Volunteer Management

- Serve the steward of the Community Foundation's volunteer engagement experience.
 - Maintain website integrity and generate ideas to improve the online experience for volunteers.
 - Provide oversight and execution of administrative functions related to volunteer engagement (user experience, monthly feedback, volunteer verification letters, and attendance reporting).
 - Respond and offer resources and options to volunteer inquiries from donors, general volunteers and corporate.
- Develop and execute volunteer hub marketing, recruitment, retention, and appreciation strategies. Work with Marketing for outreach strategies. Develop volunteer pools for activation in key areas such as skills-based volunteering, regional events, and high-need projects.
- Provide Volunteer Management to large events as requested. This includes defining volunteer roles, informing logistics, volunteer recruitment, and day of volunteer management.
- Project manage key initiatives, ensuring the team meets deadlines and project goals.

- Other duties as assigned.

Learning

- Key support for various peer learning circles. Develops and maintains partnerships with institutions and groups that mobilize volunteers to engage and connect them to community partners.
- Support and deliver civic learning programs to donors, volunteers, and other groups to increase knowledge of issues and civic voice.
- Support nonprofit capacity leadership and learning programming and logistics.

Data Management

- Assist in completing the key performance reports, quarterly and annually.
- Perform key functions of the data management system including data entry, report generation, and adding content.
- Compile end-of-year and project summaries for key initiatives.

QUALIFICATIONS:

- The position must embrace the Community Foundation's charitable mission and a passion to enhance the quality of community life through our work; represent the Foundation in a professional manner; and work collegially and be supportive of all aspects of the Foundation's work.
- Strong analytical, interpersonal, and collaboration skills required.
- Able to interact appropriately with volunteers, community partners and corporations.
- Excellent communication skills, both written and verbal, and attention to detail.
- Strong project management skills required; attention to detail and strong organizational skills required.
- Demonstrated ability to organize and coordinate several projects simultaneously.
- Strong computer literacy in Microsoft Office; ability to quickly learn and use new technology and software. Salesforce experience preferred.
- Inherent curiosity, which will be demonstrated in the ability to recognize and analyze a problem/issue and raise it for consideration and resolution, ideally with a suggested approach.
- Ability to move and lift up to 30 lbs.

EDUCATION & EXPERIENCE:

- A minimum of Bachelor's degree required and a minimum of 5 years relevant work or volunteer leadership experience required; previous leadership experience preferred.

If you are interested in this position, please visit cfrichmond.org/About/Careers and send your cover letter, resume, and salary requirements to careers@cfrichmond.org. No phone calls or agencies, please.

Don't meet every single requirement? We are dedicated to building a diverse, inclusive, and authentic workplace, so if you're excited about this role, but your experience doesn't align perfectly with every qualification, we encourage you to apply anyway. You may be the right candidate for this or other roles.