



Center for Volunteer and  
Nonprofit Leadership  
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[www.cvnl.org](http://www.cvnl.org)

**Center for Volunteer & Nonprofit Leadership (CVNL)  
Volunteer Solano Coordinator  
Position Description**

**Overview**

Home to nearly 430,000 residents, Solano County, California seeks to increase its level of volunteer engagement to support local community-based organizations to meet community needs.

**Center for Volunteer & Nonprofit Leadership (CVNL)** is seeking a Volunteer Solano Coordinator. Reporting to the Napa Office Manager, the Volunteer Solano Coordinator will work with Solano County nonprofits to serve as the County's primary point of contact for services related to volunteerism.

Serving the Bay Area for over 50 years, CVNL knows that passion alone isn't enough when it comes to creating strong nonprofits. With a mission to advance nonprofits and volunteerism by strengthening leadership, encouraging innovation, and empowering individuals in our community, CVNL works with aspiring and established leaders every day to help them build the skills and connections that can take their impact to the next level. [www.cvnl.org](http://www.cvnl.org)

CVNL is looking for a dynamic, collaborative and goal-oriented individual to join our team as the Volunteer Solano Coordinator.

**Primary Responsibilities**

*The Volunteer Solano Coordinator will play a lead role in CVNL's efforts to promote volunteerism in Solano County, working in partnership with nonprofits, local government and other partners as well as local volunteers. She/he must have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion. Essential duties and responsibilities include the following:*

- Strengthen relationships with partnering nonprofits, local government entities and CVNL member agencies by conducting information sessions, attending community events, and implementing marketing and communications efforts
- Create and facilitate database portal trainings and other workshops as needed, including marketing, set-up, and managing logistics
- Manage and track program information including volunteers and their hours, project leaders and project opportunities
- Develop and manage website content and functionality as it pertains to day-to-day operations
- Maintain aspects of the database portal, including implementing new updates as they become available, and launching new uses of the technology
- Assist Director of Volunteer Services in researching, creating, and implementing strategic policies and procedures for Solano County
- Collaborate with the database portal administrators and staff on all technology related policies and procedures
- Generate and compile weekly/monthly reports, metrics and outcomes as requested
- Provide volunteer referrals and agency technical assistance as needed

- Working with the Marketing Director, create, design and manage social media and collateral materials to foster relationships with volunteer groups (schools, community groups, businesses, faith-based organizations, etc.)
- As requested assist in the promotion of Volunteer Services by representing CVNL at relevant community forums and events
- Other duties as assigned

### **Qualifications**

- Experience working with nonprofit organizations and familiarity with the nonprofit community in Solano County
- Demonstrated success leading and managing volunteers
- Proven track record as a team player and relationship builder
- Demonstrated resourcefulness in setting priorities
- Computer knowledge and skills required; direct experience working with Microsoft programs/Windows
- Experience with email marketing platforms
- Excellent problem solving skills; able to maintain professional demeanor in a fast-paced environment
- High degree of integrity and dependability, genuine connection to the CVNL mission and programs
- Strong written and verbal communications skills and high attention to detail
- Able to travel throughout the Bay Area (automobile and insurance required)

### **Physical Demands:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

### **Salary and Benefits**

Salary will be commensurate with experience.

This is a one year exempt position with a benefits package that includes vacation, sick leave, 12 paid holidays, employer-paid health care, dental, and pension plan (after one full year) contributions by employer. It is understood that Solano County may seek to renew the contract for subsequent years to continue to build on year one activities.

### **To be considered as an applicant:**

Email Resume and Cover Letter to: [jtomlinson@cvnl.org](mailto:jtomlinson@cvnl.org)

Include in the Subject: "Volunteer Solano Coordinator"

No phone calls please

*CVNL is an equal opportunity employer and makes employment decisions on the basis of qualifications. CVNL policy prohibits unlawful discrimination in any employment decision based on pregnancy, childbirth or related medical conditions, race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other basis protected by federal, state or local law or ordinance or regulation.*

Submission of your application is not an offer of employment or an employment contract.