



**CENTER FOR VOLUNTEER & NONPROFIT LEADERSHIP  
DIRECTOR OF VOLUNTEER SERVICES  
JOB ANNOUNCEMENT**

February 1, 2017

**Status:** Exempt, Full-time

**Reports to:** Chief Executive Officer

**Position Overview**

We are seeking a motivated, service-oriented, and detail-attentive individual to manage a comprehensive volunteer department that engages volunteers in meaningful community service; develops and evaluates service projects and volunteer programs; continually seeks to integrate volunteers at all levels of the organization; recruits and trains volunteers; plans and carries out resource development activities; collaborates with other volunteer programs and associations; and oversees community outreach. This individual will participate on the Senior Leadership Team that drives the implementation of the mission and the strategic goals of the organization. He/she will also be responsible for managing high-level volunteer programs including the Service Enterprise Initiative (SEI), AmeriCorps Volunteer Infrastructure Project (VIP), the Corporate Volunteer Program, and Disaster Preparedness activities.

Center for Volunteer & Nonprofit Leadership (CVNL) is dedicated to advancing nonprofits and volunteerism by strengthening leadership, encouraging innovation, and empowering individuals in our community. The Volunteer Services Department connects volunteers to community needs and builds the capacity of Bay Area nonprofits to leverage volunteers by providing expert guidance and professional resources. CVNL continues to adapt and evolve by leveraging new tools and technologies to make it easier for volunteers to get engaged and for nonprofits to find the individuals that are best suited to serve their organizations.

**Responsibilities**

- Provide management, vision, development, and evaluation of department staff
- Supervise activities of the Volunteer Services Coordinator, AmeriCorps Member, and Napa County Manager
- Provide indirect support to database technician and Solano Program Manager
- Develop, manage and evaluate department programs, deliverables, and budgets
- Lead presentations, workshops, and provide consulting in the area of volunteer management
- Attend and represent CVNL at conferences, meetings, and public events as appropriate
- Provide or supervise the collection and reporting of monthly and annual data/statistics and department- specific grant reporting
- Contribute or create content for inclusion in CVNL newsletters, press releases, and news and stories; oversee Volunteer Services communications to ensure accuracy of information and brand integrity
- Manage, implement and facilitate the Service Enterprise Initiative (SEI) in Marin, Napa, Solano and Sacramento
- Work collaboratively with local volunteer programs and with state, regional, and national volunteer organizations
- Assist with grants specific to Volunteer Services, including research, writing, and tracking
- Work closely with CVNL staff to increase volunteer engagement and recognition within CVNL
- Establish protocols/policies as needed to ensure efficient communications and operations
- Ensure flow of information to and communication with project volunteers including internal CVNL volunteers and/or event-specific/Day of Service volunteers

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- Ensure clear and open communication within the CVNL VIP AmeriCorps Program, as well as supervisors from partner organizations and all program grantors.
- Responsible for all Volunteer Services project timelines, work plans, and agreements
- Perform other duties as assigned

### **Required Qualifications**

- Bachelor's degree required
- Strong interest in and passion for serving the community and promoting volunteerism
- 5 years' minimum professional experience managing programs and people
- Demonstrated success in understanding basic volunteer management principals including recruitment and retention
- Proven experience creating curriculum and facilitating trainings
- Excellent communication skills and ability to use multiple communication channels (email, web, letters, flyers, webinars, public presentations, and social media)
- Highly motivated and results-oriented with the ability to work independently and as a team player
- Experience and proficiency in administrative reporting
- Proficient in Salesforce, Microsoft Office Suite, project management tools, and assessment tools
- Use of car and ability to travel throughout Bay Area
- Interest in and comfort with diverse populations
- Must be able to work some nights and weekends, as necessary
- Connections and familiarity with Marin and other Bay Area communities and nonprofits preferred

### **Preferred Qualifications and Qualities**

- Volunteer program management experienced strongly preferred
- Knowledge of the global scope of volunteerism a plus
- Bilingual skills (Spanish/English) a plus
- Experience and proficiency in administrative reporting of State and Federal grants, including AmeriCorps preferred
- Connections and familiarity with Marin and other Bay Area communities and nonprofits preferred

### **Benefits**

Salary will be commensurate with experience; CVNL offers a full benefits package.

### **Physical Demands**

In addition to basic computer desk work, the employee is required to stand, walk, reach above shoulders, and climb or balance. The employee may occasionally lift and/or move up to 20 pounds.

### **How to Apply**

- Email PDF of resume and cover letter to: [ljacobs@cvnl.org](mailto:ljacobs@cvnl.org). Applications without cover letters will not be considered.
- Please include in the subject line: "CVNL Director of Volunteer Services"
- No calls please

*CVNL is an Equal Opportunity Employer and welcomes a diverse pool of candidates in this search*

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