



Volunteer Center
OF SONOMA COUNTY
Connecting Volunteers for a Vibrant Community

Sonoma County Regional Director (*working title*) Position Description

Status: Exempt, Full-time

Reports to: CEO

Location: Santa Rosa, California

Center for Volunteer & Nonprofit Leadership (CVNL) and Volunteer Center of Sonoma (VCSC) are seeking a Senior Director to manage specific business operations in Sonoma County.

CVNL and VCSC, the two leading providers of volunteer and management support services to nonprofits in the North Bay, will combine business operations over the next several months. The goal is to become a combined, regional organization that leverages the resources of both entities to enhance and expand mission delivery and meet the needs of nonprofits and communities, while remaining committed to continuing to serve locally.

Reporting to the Chief Executive Officer (CEO), and serving as an integral member of the management team, the Director is responsible for the management, development and implementation of Sonoma County program strategies and goals. The Director will provide leadership, strategy, and operational direction to effectively fulfill the goals. The primary responsibility of this position is to enhance the organizational programs and services that will allow CVNL/VCSC to continue to grow and fulfill its mission. We are seeking an individual who is knowledgeable and experienced in the management of nonprofit organizations and who can function at a high level within this dynamic organization.

About our Organization

Center for Volunteer & Nonprofit Leadership (CVNL) and Volunteer Center of Sonoma County (VCSC) have been serving the Bay Area for over 50 years and are dedicated to advancing nonprofits and volunteerism by strengthening leadership, encouraging innovation, and empowering individuals in our community. CVNL and VCSC know that passion alone isn't enough when it comes to creating strong nonprofits. The Director will play a key role in addressing the needs of Sonoma County nonprofit leaders and providing them with the skills and connections they need to take their impact to the next level.

www.cvnl.org

CVNL and VCSC are committed to providing resources and services aimed at creating a stronger nonprofit sector and a more engaged community. We offer a dynamic, team-oriented work environment and the opportunity to be part of a highly regarded organization.

Responsibilities

Leadership

- In alignment with the strategic plan and annual goals, collaborate with the management team to develop, refine, and implement organizational goals and objectives
- Working with the CEO and managers, support Sonoma County business development
- Initiate and enhance working relationships with local, state, and national alliances, as well as nonprofits and other agencies that support Sonoma County to ensure a high degree of visibility and as appropriate create new strategic partnerships and opportunities
- Establish and nurture relationships with businesses, elected officials, and others with potential to provide financial and other support for programs and services

- Represent and be an active participant at community events and important partnership meetings
- Become a subject matter expert on business products, programs, and services
- As requested, back up CEO as a spokesperson and liaison
- Provide inspirational leadership and direction, developing leaders within who share passion for the mission
- Facilitate collaboration and strong internal communication with staff creating a positive work environment

Fundraising and Communication

- Work with and support the Business & Fund Development Director on the comprehensive strategic fundraising plan to include revenue from a diverse array of sources to ensure a solid and diverse base of support
- Collaborate with marketing team to allocate advertising and promotional budgets in order to effectively build goodwill and brand awareness within the communities we serve
- Support traditional, digital marketing, and communication strategies
- Support and participate in the reinvention of the Volunteer Center's brand/image
- Stay active on social media platforms

Finance and Operations

- Working with the CFO, ensure effective and efficient operational and fiscal policies and procedures in Sonoma County to guarantee organizational excellence and compliance with legal requirements and regulations
- Develop program budgets and actively work to ensure programs are meeting or exceeding budget goals
- Assist as needed with recruiting and training of staff; ensure high levels of retention and satisfaction; support data driven initiatives and practices
- Maintain open dialogue and exchange of ideas to clarify roles and responsibilities
- Coach and evaluate direct reports

Programs

- Promote CVNL's products/services addressing or predicting clients' needs
- Working with the Learning & Leadership Director, adjust and implement program offerings to reflect community need as part of strategic planning
- In partnership with the Directors, develop relationships with prospective Search, Consulting, Volunteer Services and Learning & Leadership clients, while maintaining existing client relationships
- Work with Membership Coordinator to expand and retain members
- Programmatic oversight of Secret Santa and the Sonoma Human Race
- Other duties as assigned

Qualifications

- Bachelor's or master's degree or equivalent work experience in nonprofit management
- Minimum of seven years' nonprofit experience in a senior leadership position
- Embrace the mission and have passion and commitment to the nonprofit sector
- Strong interpersonal, planning, and time management skills
- Ability to set clear priorities, delegate, and guide investment in strategies, people, and systems
- Demonstrated excellence with coalition building and the ability to communicate and work effectively with a variety of high-level internal and external stakeholders
- Demonstrated ability to work with diverse constituents
- Successful work in nonprofit financial management including developing, executing, tracking, and reporting budgets

- Outstanding presentation and communication skills and ability to serve as an effective and inspiring spokesperson, advocate, relationship builder, and fundraiser
- Demonstrated effectiveness supporting the design, marketing, and implementation of projects and programs
- Experience developing, leading or managing traditional and multi-platform marketing and social media campaigns that foster positive stakeholder, donor, client, and community relationships
- Keen analytical, organizational, and problem-solving skills, which support and enable sound decision making
- “Self-starter” and goal driven
- Organized and exhibits “follow through” on tasks and goals
- Display a positive attitude; show concern for people and the community; demonstrate presence, self-confidence, common sense and good listening ability
- Excellent verbal, written and negotiation skills, including facilitation of group presentations
- Spanish language proficiency a plus
- Must be familiar with Sonoma County nonprofits; familiarity with North Bay communities a plus
- Proficiency in Microsoft Office applications and CRM software, including Outlook, Word, Excel, PowerPoint
- Experience in customer support

Physical Demands or Physical Requirements

The person in this position:

- Must be able to operate a computer and other office machines, i.e., calculator, copy machine, printer.
- Must be able to communicate, express oneself, and exchange information.
- Must be able to reach overhead, grasp, push, and pull objects such as files and file cabinet drawers and to lift, move, reach, raise or lower objects up to 25 lbs.

Salary and Benefits

Competitive/commensurate with experience and other qualifications. This is a full-time position with benefits.

To be considered an applicant

- Email resume and cover letter to: ljacobs@cvnl.org
- Please put Sonoma Director in the subject line
- Attachments must be in .doc or .pdf format; do not include resume in the body of your email
- No phone calls please

CVNL is an equal opportunity employer and makes employment decisions on the basis of qualifications. The Agency 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 resume is not an offer of employment or an employment contract.