



**United Way of Broward County
Manager, Community & Volunteer Engagement**

United Way of Broward County is looking to add a highly organized, assertive, and experienced **Manager, Community & Volunteer Engagement** to their Administrative team. The incumbent will implement, organize and maintain United Way of Broward County (UWBC) overall community engagement goals and activities through the use of corporate, academic, community and individual volunteers. The incumbent's success should ultimately result in increased volunteers with a deeper engagement and commitment to creating sustainable change in line with UWBC strategic objectives.

Duties and Responsibilities Include:

- Identifies, develops and leads engagement strategies to support UWBC priorities; including developing and executing annual work plans, deliverables and measures of success.
- Develops annual/quarterly outreach and communications plans to identify prospects and recruitment goals.

Establishes a process to match opportunities that suits the interests and skills of the volunteer and aligns with UWBC objectives.

- Develops best practices that define UWBC volunteer experience; including implementing, and maintaining volunteer orientation and retention plan consistent with UWBC's current messaging strategy.
- Partners with other UWBC departments to develop and maintain volunteer engagement that maximizes the organizations relationships and impact in the community.
- Ensures the volunteer experience is easy to access, meaningful to the volunteer, and productive to UWBC.

Develops outreach/training materials to effectively conduct orientations, tours and training sessions.

Other Job Duties:

- Mission Focused – responds with a high degree of urgency to the needs and requests of others internally and externally; understands the impact of their work on others. Develops volunteer-to-donor and donor-to-volunteer initiatives.

- Relationship Oriented – manages the coordination of appropriate and meaningful volunteer experiences within

UWBC facilities and at off-site events. Develops and implements processes that enable volunteer services to effectively recruit and retain volunteers from corporate, non-profit and education resources.

- Collaborator – mobilizes corporate partners, civic and educational organizations to provide team building volunteer opportunities for employees and students at UWBC. Develops a volunteer recognition program to thank/publicly acknowledge key individuals and organizations.

- Results Driven – develops and executes metrics and reporting system, to include reporting on recruitment goals, demand fulfillment, volunteer-donor status, volunteer hours of key partners and value of volunteer hours, etc.

Reports on demand fulfillment and recruitment goals quarterly and annually.

- Brand Steward – develops and oversees volunteer Speakers Bureau and Community Connections to utilize dedicated volunteers to represent UWBC at speaking engagements and third party events.

Supervises: Volunteers & support staff

Education & Experience:

Combination of education and experience normally represented by:

- Ø Bachelors Degree and/or 5 years Project Management experience in positions with progressively increasing responsibilities
- Ø Strong communication and management skills

- Ø Strong interpersonal skills and an ability to work with diverse populations
- Ø Demonstrated leadership abilities and strategic thinking
- Ø Demonstrated ability to present effective and compelling messages to individuals, groups and the public
- Ø Proficiency required in Microsoft Office Suite
- Ø Ability to work in a fast-paced setting with many projects running simultaneously
- Ø Ability to adjust to changing conditions or priorities
- Ø Administrative & supervisory experience working with and supporting donors and volunteers preferred.

Report Directly to: COO

Salary Range - \$58k - \$62k

This position is eligible for full benefits, including Medical, Dental, Vision, 401k, STD/LTD, Life Insurance

FOR IMMEDIATE CONSIDERATION, PLEASE VISIT www.UnitedWayBroward.org

About Strategic Philanthropy:

Strategic Philanthropy, Inc. a south Florida based company, was founded on the belief that effective corporate giving can be so much more than simply writing a check to charities and nonprofits who ask for your help or involvement. It is our belief that when a company aligns its charitable giving with a strategic approach and measurable outcomes, the power of giving enhances a company's brand, image and strengthens the relationships and partnerships within the community.

In short, Strategic Philanthropy gets hired by companies to give away their money to nonprofits that meet a company's business goals and objectives. As you can imagine, we have many relationships with the nonprofits in our community. We value all of the programs and services they have to offer and work with them to help promote positions that are available within their organization so that they may find the best talent possible.

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