



Job Title: Volunteer Manager
Departments: Development
Reports to: Assistant Director of Development
FLSA Status: Exempt
Salary Range: Starting at \$65,000

SUMMARY

The Volunteer Manager functions as an integral part of the Development Department by coordinating with corporate and civic organizations and managing over 200 Pavilion Partners volunteers to achieve The Pavilion's mission. The ideal candidate will be a proactive leader and have a proven track record in volunteer program management and community engagement.

BENEFITS AND PERKS

Working for a non-profit, you'll have the opportunity to make an impact on the community and our mission while having a fulfilling career. We strive to have a supportive, collaborative, and teamwork focused environment. We also offer competitive healthcare benefits, retirement benefits, and paid time off.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supervise, motivate, and mentor volunteers, fostering a positive and inclusive environment that encourages collaboration and engagement.
- Cultivate strategic relationships with community organizations and potential partners to enhance volunteer recruitment and engagement.
- Execute recruitment strategies to attract and retain a diverse volunteer pool and oversee the onboarding process.
- Maintain detailed records of volunteer engagement, tracking hours worked, assignments, and performance metrics, and contact information.
- Oversees and promote Partners donor cultivation, solicitation and stewardship.
- Works with Marketing Department on the design, content and distribution of press releases and marketing materials pertaining to all volunteer groups.
- Coordinates Partners communication and announcements via emails, phone, website, social media and newsletter. Maintains the Partners content and communication via social media channels.
- Optimize volunteer scheduling to ensure effective support for programs and initiatives while accommodating volunteers' preferences.
- Conducts volunteer training programs that empower volunteers with the necessary skills and knowledge.
- Recruit and schedule corporate teams, community organizations, and school groups to serve as volunteers, as needed.
- Process and track annual membership donations.

- Attends all Performing Arts and Education events to manage event volunteers and ensure supplies and tools necessary are available throughout the season.
- Coordinates Partners special event committees and meetings across the various committees to achieve their fundraising and overall goals.

QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree in social work, nonprofit management, human resources, or a related field.
- Proven experience in volunteer management or community engagement, with a demonstrated ability to lead and inspire teams.
- Exceptional communication and interpersonal skills, with a strong ability to build relationships and motivate others.
- Strong organizational and project management skills, with the ability to handle multiple priorities effectively.
- Previous nonprofit volunteer coordination required.
- Experience with donor management software preferred.

OTHER ABILITIES AND SKILLS

- Team building and conflict resolution skills are helpful.
- Flexible schedule including evenings, weekends and holidays.
- Must be high energy self-motivated and results oriented.
- Ability to work closely with others at all levels of the organization, manage and motivate a large group.
- Working knowledge of MS Word and Excel.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

- The noise level in the work environment can be moderate to high on event days.
- This role involves moderate lifting and labor and may be exposed to various environmental conditions including heat.
- Must be able to work extended and/or irregular hours, including nights, weekends, and holidays as needed.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required by management; duties may change at any time with or without notice. Having a can-do attitude and a desire to learn new skills helps to create a positive work environment for our team.

The Pavilion is committed to fostering, cultivating, and preserving a culture of diversity, equity, and inclusion.

To apply, please visit The Cynthia Woods Mitchell Pavilion website or click below:
<https://www.paycomonline.net/v4/ats/web.php/jobs?clientkey=7A49DACE0D1DB8C334B6809498FC517D>