



JOB DESCRIPTION

Job Title: Volunteer Services Manager

Reports to:	Volunteer Services Director	Dept:	Volunteer Services
FLSA Classification:	Exempt FT	Entity:	OneOC Core
Supervises Others:	No		

SUMMARY:

Reporting to and working in close collaboration with the Volunteer Services Director, the Volunteer Services Manager serves as a critical member of the Volunteer Services Team, providing a variety of volunteer recruitment and management services for nonprofits and civic-minded companies in Orange County.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Volunteer Recruitment & Engagement:
 - Responsible for recruiting volunteers for nonprofit and corporate partners, as well as OneOC and its associated programs
 - Builds strategic partnerships with external volunteer groups, creating pipelines for open volunteer opportunities on OneOC's Volunteer Calendar
 - Leverages HandsOn Connect Volunteer Management system for recruiting volunteers; develops regular cadence and strategy for outreach to volunteers in conjunction with Volunteer Services Director
- Volunteer Management:
 - Responsible for management of assigned volunteer programs, including operations, grant development and grant management
 - Responsible for managing volunteers within OneOC, and at events for OneOC and clients
 - Support nonprofit partners with utilizing the capabilities of the HandsOn Connect Volunteer Management system
- Event Management
 - Responsible for planning and executing volunteer experience events of varying scopes and sizes
 - Manages event planning timelines and budgets; creates Run of Show; serves as on-site event manager, coordinates vendors
 - Works with stakeholders of all levels including corporate clients, committee members, nonprofit partners, and volunteers
- Training & Development
 - Completes Volunteer Engagement Training Program (VETP) and provides support to course participants through grading assignments and office hours
 - Delivers Service Enterprise Virtual Training program curriculum and provides coaching support to program participants
 - Conducts debriefs with nonprofit organizations on the results of their Service Enterprise Diagnostic (SED) assessments
 - Attends Points of Light trainings and monthly calls as needed
 - Facilitates trainings and webinars as needed
- Business Development & Financial Management:
 - Responsible for managing a revenue portfolio of earned income opportunities within an assigned Volunteer Services business unit

- Develops budget unit and revenue goals for assigned business unit; completes variance reports, cash flow projections and collects
- Maintains strong pipeline of paid services opportunities and leverages Salesforce to track outreach, business development and client activities
- Develops proposals and MOUs as needed
- Fundraising
 - Engages in departmental fundraising activities; collaborates with Volunteer Services Director and Director of Development & CSR Services
- Data & Reporting
 - Completes reporting responsibilities for assigned business units, including but not limited to grant reports, impact reports, etc.
- General
 - Performs all actions in alignment with the vision and goals of OneOC.
 - Ensures effective and courteous communication with all contacts -- internal and external. Works well with diverse people.
 - Maintains current knowledge of and ensures compliance with organizational and department policies and procedures.
 - Ensures that all applicable safety requirements for the program and work environment are met, including prompt injury and incident reporting.
 - Meets all requirements for confidentiality and for management of corporate, finance and personnel information including distribution controls, secure filing and disposal, and records retention and storage. Reports violations.

ADDITIONAL RESPONSIBILITIES:

- Collaborates with OneOC colleagues inside and outside of Volunteer Services team to meet organizational and departmental goals
- Serves as a staff liaison to volunteer groups within OneOC as assigned
- Participates in monthly business development and operational excellence meetings with members of the OneOC team
- Engages nonprofits, volunteers and companies in OneOC Days of Services and Signature Events
- Serves as an ambassador for OneOC in the community
- Other duties as assigned

EDUCATION AND/OR EXPERIENCE:

- Bachelor's degree in Human Services or related field required.
- Minimum 3-5 years of professional experience recruiting and managing volunteers within a nonprofit organization.
- Strong project management experience required.
- Program development, financial management, and customer experience required.
- Must demonstrate a successful track record of generating revenue for an organization.
- Must be able to demonstrate internal team leadership and an entrepreneurial, collaborative, and results-oriented approach.

COMPUTER & EQUIPMENT SKILLS:

- Comfortable using technology software applications daily, including but not limited to: MS Office Suite, Salesforce, HandsOn Connect, Formstack, Zoom, etc. Willingness to learn new systems.
- Has good general knowledge of computer operations; uses a keyboard and calculator proficiently and with a high degree of accuracy.
- Uses Microsoft Office Word and Excel as well as Internet and email programs proficiently.
- Uses typical office equipment.

PHYSICAL JOB REQUIREMENTS:

- Sits for extended periods of time at a computer station or work desk. Stands and walks throughout the day.
- Uses hands and fingers to operate computers and office equipment for up to 8 hours or more each day.
- Requires clear vision at 20 inches or less with or without corrective lenses and vision sufficient to use equipment and drive a car safely.
- Hearing and speech within normal ranges and sufficient for clear communication face to face and on the telephone.
- Lifts up to 10 pounds regularly and 25 pounds occasionally.
- Safely drives own vehicle for business purposes; drives rented vehicles, (e.g., U-Haul trucks), up to 26 feet for projects as needed.
- Exposed to typical office environment conditions and noise levels.
- Willingness to travel for offsite events.

MENTAL AND REASONING REQUIREMENTS:

- Uses critical thinking skills to create documents and spreadsheets and interpret information furnished in written, oral, diagram, or schedule form.
- Able to set goals based on available information and to plan work to meet deadlines. Able to project likely future occurrences based on current or historic data.
- Uses decision-making skills and judgment to work independently to resolve problems; able to identify those situations that require supervisor intervention for a solution.
- Able to formulate appropriate responses to requests for services and information from internal or external customers.
- Able to understand, comply, and implement established processes, practices, and systems.
- Uses skill and judgment to ensure written or verbal outputs are clear, accurate, grammatical and of appropriate tone.
- Able to present effective and compelling messages to individuals, groups, and the public.

OTHER JOB REQUIREMENTS:

- Organizes workload throughout the day to meet project timelines and deadlines.
- Maintains professional behavior, dress, and appearance at all times.
- Attends meetings and trainings as requested.
- Maintains a valid, California driver license, proof of vehicle registration and proof of in-state vehicle insurance at all levels in accordance with the requirements of California state law; informs supervisor immediately of changes in license, registration and/or insurance status.
- Consents to periodic motor vehicle record (MVR) reviews and is deemed as “qualified to drive” by insurance carrier.
- May travel by car or air outside the area for one or several days.

To apply, forward resume to HR@OneOC.org

OneOC is proud to be an equal opportunity employer.