

Position: CORPORATE VOLUNTEER ENGAGEMENT COORDINATOR
Hiring Organization: United Way of Salt Lake
Salt Lake City, UT
Department: Marketing and Communications
Reports to: Vice President of Marketing and Communications
Volunteer and Community Engagement Director
www.uw.org

ORGANIZATION BACKGROUND AND EVOLUTION

United Way of Salt Lake (UWSL) has made a promise to our community – to change the odds so all children and their families have the same chance to succeed in school and life. Our role has evolved from primarily a fund-raising, fund distribution organization to what it is today - a community problem-solving organization, dedicated to advancing the education, income and health of our neighborhoods and communities to ensure that every child succeeds, every step of the way, from cradle to career.

UWSL has adopted a unique approach to community problem-solving called Collective Impact. Collective Impact brings many different sectors together to find new and innovative ways to address challenges and develop lasting changes.

UWSL is committed to excellence. We have adopted high standards of accountability and operate with integrity and transparency. We provide outstanding customer service.

WORK ENVIRONMENT

UWSL's work environment is fast-paced, friendly, committed, nonpartisan, and ever changing. Employees are dedicated, appreciated and recognized for their efforts, and all levels of personnel are engaged in the work daily. We offer competitive wages and a generous, comprehensive benefit package. Our focus is on high level results – communicating, aligning and integrating around our organizational goals.

POSITION OVERVIEW

The Corporate Engagement Volunteer Coordinator works to develop and manage the creation, coordination, and engagement of individuals and groups from companies in one-time and ongoing volunteer projects; develops and implements corporate volunteer engagement strategies; manages UWSL Donor Network volunteer engagement opportunities; and provides administrative support and performs other duties as assigned.

KEY RESPONSIBILITIES

Corporate Volunteer Engagement

1. Manage the process of connecting individuals and groups of corporate volunteers to meaningful opportunities to provide one-time and ongoing volunteer service within the neighborhoods we serve as well as within Davis, Salt Lake, Summit, and Tooele counties ensuring inquiries are responded to within two business days
 - a. Volunteer management of projects includes but is not limited to obtaining donations of project supplies, planning projects related to the Community Schools current needs, onsite volunteer management, taking video/photos during events, tracking volunteer attendance including post project data entry, and providing a thank you and recap to participants
2. Support the Volunteer Events and Training Coordinator and work in collaboration with Community Investment Advisor(s) in the planning and execution of corporate volunteer projects for UWSL sponsored volunteer programs, including Dr. Seuss Day, *Summer of Service*, *Stuff the Bus*, *Day of Caring*, and holiday volunteer engagement opportunities, as it applies to corporate volunteer engagement

3. Ensure effective data management and tracking of individual and group volunteer engagement opportunities including collecting and managing individual level volunteer data
4. Provide research and ideas for year-round corporate engagement strategies including the benefits of corporate volunteer engagement programs, the impact volunteer engagement has on individual donations, and strategies to increase strategic corporate volunteer engagement

Corporate Volunteer Engagement Training and Communications

1. Create and provide training for companies and/or individuals interested in participating in UWSL volunteer engagement opportunities including volunteer engagement best practices, effective strategies in mentoring/tutoring, or other topics as requested by Community Investment Advisors and/or companies
2. Work in collaboration with the Corporate Relations Director and/or Community Investment Advisor(s) to articulate the mission and vision of UWSL to diverse companies and community audiences through group presentations and individual meetings with advanced knowledge about volunteer opportunities and strategies that apply to year-round engagement

Donor Network Volunteer Engagement

1. Work in collaboration with the Leadership Giving Directors to identify, create, and manage volunteer projects for UWSL Donor Networks including Young Leaders, Leadership Circle, Women's Leadership Council, and Tocqueville Society
 - a. Volunteer management of Donor Network projects includes but is not limited to obtaining donations of project supplies, strategic alignment of projects related to current Community School needs, onsite volunteer management, taking video/photos during events, tracking volunteer attendance including post project data entry, and providing a thank you and recap to participants
2. Work in collaboration with the Leadership Giving Directors to be able to articulate how the work of the Donor Network(s) supports the goals of UWSL's collective impact strategies
3. Ensure effective data management and tracking of donors and prospective donors including collecting and managing individual level volunteer data
4. Work in collaboration with the Volunteer Events and Training Coordinator and the Leadership Giving Directors to develop a communication strategy for UWSL Donor Networks for volunteer opportunities
5. Provide research and ideas to support Donor Network volunteer engagement strategies including the impact volunteer engagement has on individual donors, converting prospective members into donors, and strategies to increase Donor Network volunteer engagement

Administrative Duties

1. Maintain continuous communication with Volunteer and Community Engagement Director
2. Acts as a media liaison during volunteer events including coordinating interviews, providing information, speaking on behalf of UWSL, and coordinating media needs
3. Assists in communicating the need for strategic volunteer engagement through written content, presentations, and public communications strategies (including media)
4. Attend and provide information about current volunteer opportunities at community fairs, corporate events, and other events as assigned
5. Assist in the nomination, selection, and recognition of volunteers
6. Performs other duties as assigned

POSITION REQUIREMENTS

1. Proven ability to implement volunteer management best practices including risk management, volunteer tracking, volunteer recruitment/retention/recognition, etc.
2. Proven ability to create and deliver professional presentations to corporate volunteer groups independently and/or in collaboration

3. Proven ability to create, organize, market, and manage group volunteer projects including the ability to quickly adapt to change, show leadership, inform volunteers throughout the process, manage budgets, purchase supplies, transport materials, and ensure all participants are having a positive and meaningful experience (Examples: 10-700+ individuals, multiple project sites, media requests, project photography/documentation, youth and family groups, etc.)
4. Clear, concise, and professional written and verbal communication skills including the ability to simplify complex information for audiences of all ages, backgrounds, and life experiences
5. Strong personal organizational skills including the ability to prioritize, meet deadlines, think analytically, utilize creativity, provide solutions-oriented ideas, provide follow up and follow through on all tasks assigned, be proactive, show initiative, balance simultaneous deadlines, provide consistently high quality and quantity of work, and maintain daily focus and self-motivation
6. A high level of emotional intelligence including the ability to give and receive feedback, ability to work under pressure, ability to work with people from a variety of backgrounds and life experiences, and the patience to work through highly complex processes
7. Proven interpersonal skills that enable team work, shared responsibility, commitment to getting things done, contributing to the organization as a whole, working across departments to achieve goals, accountability for designated roles and responsibilities, and the ability to support all facets of UWSL operations
8. Strong ability to interpret and react to social cues in order to build and expand complex partnerships and relationships that require a consistent level of commitment, understanding, and support
9. Ability to make cold calls and/or solicit for in-kind donations including volunteer incentives, project supplies, or collaborating on grant funding for volunteer projects
10. Enthusiasm and adaptability for working in an ever-changing, fast paced environment
11. Commitment to engaging as an ongoing volunteer in a UWSL volunteer program and/or community school
12. Commitment to ongoing personal and professional development
13. Working knowledge of the nonprofit sector
14. Ability to acquire knowledge and apply it to volunteer processes in order to continuously improve volunteer team strategies
15. Intermediate to advanced skills in Microsoft programs, Smartsheet, and database management

MINIMUM QUALIFICATIONS

1. Bachelor's Degree in a relevant field (i.e. Social Science, Communications, Marketing, etc.)
2. Two or more years' experience working with volunteers, fundraising, or in events management
3. Ability to work occasional weekends, evenings, and/or early morning hours (work hours may include holidays that are connected to a national day of service)
4. Reliable transportation
5. Ability to stand/walk for long periods of time and lift up to 50 pounds on occasion
6. Strong presentation and interpersonal skills
7. Professional appearance

SALARY INFORMATION

\$38,000 - \$45,000

TO APPLY

Only complete applications will be considered for the position. Interested applicants should submit a cover letter, resume, and employment application to jobs@uw.org. Employment applications and the complete job description can be found at <http://www.uw.org/about-us/careers/>