

**Foothills United Way**  
**Serving Boulder and Broomfield Counties, Colorado**

**Director of Volunteer Engagement**

The Director of Volunteer Engagement is responsible for the continued growth of Foothills United Way [FHUW] as the premier resource for individual and team engagement in Boulder and Broomfield counties. Volunteering is a key strategy in our mission to unite community resources against the area's priority needs. One of the first volunteer centers in the nation, FHUW's Volunteer Connection offers online and live support to residents to engage in multiple ways in the life of the community, and works with volunteer coordinators across the community to help assure the best volunteer experiences. The position reports directly to the Vice President of Community Impact.

**LEADERSHIP**

- Staff FHUW's Community Engagement Advisory Committee to guide the organization's pursuit of community engagement strategic goals
- Lead efforts to advance volunteer engagement in the community and enhance volunteers' experiences.
- Lead FHUW's largest annual event: Day of Caring
- Work with FHUW team to obtain grant income to support volunteer programs
- Support regional disaster-response volunteer management efforts per Foothills United Way's MOU with Boulder County Office of Emergency Management

**VOLUNTEER PROJECT DEVELOPMENT**

- Manage the annual Day of Caring, including:
  - Coordinating Day of Caring staff and volunteer leadership
  - Attending to all aspects for pre-event planning, implementation and post-event data collection, evaluation and reporting.
  - Collaborating with the Community Engagement Associate on the corporate side of the event including company volunteer recruitment, sponsorship and trainings
  - Coordinating the Day of Event schedules, volunteers and celebration picnic

**VOLUNTEER PROMOTION AND REFERRAL**

- Promote volunteer engagement in the community by:
  - Answering questions for potential volunteers about finding volunteer opportunities or utilizing the database
  - Working in conjunction with the Community Engagement Associate to find corporate volunteer opportunities
  - Providing presence at community outreach events
  - Preparing content for monthly Volunteer Connection and Agency newsletters
  - Lead production of annual Holiday and Youth Service Guides
  - Sharing program updates and resources with relevant constituencies
- Develop and implement outcome measurements for volunteer engagement through the volunteer opportunity database

**INTERNAL FOOTHILLS UNITED WAY VOLUNTEER MANAGEMENT**

- Develop and manage volunteer policies, procedures, and standards of volunteer service
- Recruit and supervise volunteers to support Volunteer Connection activities within FHUW
- Implement Betty Stallings workshop series to increase understanding and capability of FHUW to utilize volunteers and increase capacity

## **PARTNER AGENCY SUPPORT AND DATABASE MANAGEMENT**

- Lead professional development programming for volunteer managers with a network of community partners by:
  - Facilitating monthly meetings for Directors of Volunteers in Agencies [DOVIA]
  - Coordinating and leading volunteer trainings
- Serve as administrator for HandsOn Connect (HOC) database (our database of community volunteer opportunities) which includes:
  - Creating new accounts for volunteer managers, deactivating accounts, updating opportunities, sending information and maintaining info sheet for volunteer managers
  - Leading HOC training programs and related support for agency volunteer managers

*\*This description is not all-inclusive and may be modified as market forces require.*

## **QUALIFICATIONS**

The successful candidate will have the ability to work collaboratively across our organization and with community partners across sectors. This person must have 3+ years of experience in the nonprofit sector with specific experience in program/project oversight and volunteer management. Additionally, candidates should possess:

- Leadership skills in developing, directing and evaluating programs in line with strategic goals and objectives
- Excellent written, verbal and presentation skills
- Ability to work with a diverse pool of volunteers, service partners and cultural styles
- Experience using a recent version of MS Office Software Suite and with database management and the ability to be trained to use multiple database systems
- Energetic, optimistic and customer-centered personality
- Strong work ethic with the ability to multi-task
- Valid driver's license and reliable automotive transportation, as this position requires regular travel for off-site meetings and to volunteer project sites

Applicants should submit a cover letter and resume to [careers@unitedwayfoothills.org](mailto:careers@unitedwayfoothills.org) with the subject line "Director of Volunteer Engagement position". Salary: \$38,000-44,000 with an excellent benefits package available.