



**POSITION:** Director, Volunteer Management

**REPORTS TO:** Vice President, Annual Giving

### **ORGANIZATIONAL OVERVIEW**

At the Jewish Federation of Greater Atlanta (Federation), we are building a stronger, more connected Jewish future. This future is powered by philanthropy and built on a solid foundation of engaging programming supported locally across Atlanta and in Israel. A thriving and connected 21st Century Jewish Atlanta ensures that every Jew and their loved ones can access a warm and caring Jewish community, timeless Jewish wisdom, global Jewish peoplehood, and Jewish ways to do good in the world. This vision depends on a strategic and accessible philanthropic landscape that empowers every individual to give in a way that is meaningful to them.

### **POSITION SUMMARY**

Reporting to the Vice President of Annual Giving, the Director of Volunteer Management is responsible for overseeing all Federation annual campaign volunteers including recruitment, training, management, and communications to make sure they are set up for success. This includes volunteer solicitors, connectors, and those who provide stewardship for Federation's donors. The Director of Volunteer Management will also work collaboratively with Advancement team members to ensure their volunteer teams have the support and resources they need.

The successful candidate will have experience working with and engaging volunteers, building cross collaborative relationships, and developing communication systems that balance the needs of a range of constituencies.

### **ESSENTIAL FUNCTIONS**

- Manage, train and support the Annual Campaign volunteer team comprised of approximately 100 volunteers
- Create a pipeline of trained and engaged volunteers focused on maximizing donor support for Federation's work
- Collaborate with the Annual Campaign's lay leadership to recruit new volunteers and to help identify and activate their skills and strengths to support and grow Federation's fundraising efforts
- Identify, develop and implement processes that will help streamline Federation's capacity for working with and supporting volunteers, including an annual Communications plan

- Identify and develop a menu of volunteer opportunities, roles and responsibilities that will enhance the volunteer experience (i.e. stewardship calls, serving as meet & greeters at events, etc.)
- Plan and execute volunteer calling sessions and/or phone-a-thons for gifts not assigned to solicitors
- Work in partnership with the Advancement team to assign donor solicitation and stewardship to available volunteers
- Collaborate with the Marketing & Communications team to provide content for *The Campaign Insider* newsletter designed for Federation's volunteer solicitors
- Maintain ongoing and targeted personal communication with all volunteers to ensure continued engagement and support

## **QUALIFICATIONS**

- Bachelor's degree required
- 3-5 years of experience in volunteer management, fundraising or a relevant field
- Significant and demonstrated understanding of fundraising and annual giving
- Strong written and verbal communication skills and the ability to connect with people of varying ages and life stages
- Strong organizational and time management skills, with the ability to handle multiple projects simultaneously
- A high degree of professionalism, confidentiality, and integrity
- Knowledge of Microsoft Office core applications (i.e. Word, Excel, PowerPoint)
- Knowledge of or ability to learn Salesforce
- Ability to work weekends or evenings as needed for campaign events
- Formal education in the areas of philanthropy, nonprofit management and/or Jewish communal service preferred
- Experience working with nonprofit boards, foundation boards and other community and volunteer leaders preferred

## **PHYSICAL REQUIREMENTS**

- Minimal physical effort required with intermittent standing and walking and prolonged periods of sitting in meetings or at a desk working with a computer.

## **COMPENSATION**

The salary range for this position is \$79,000 - \$89,000 plus a comprehensive benefits package. Anticipated salary near midpoint; commensurate with experience.

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