



## VOLUNTEER DEVELOPMENT MANAGER

**Job Title:** Volunteer Development Manager

**Salary Range:** DOE

**Reports to:** Chief Development Officer

**Job Location:** Main Office

**Hours/Week:** 40

**FLSA Status:** Exempt

**Employment Status:** Regular, At Will

**Pay Basis:** Semi-Monthly

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Habitat for Humanity of Sonoma County is a nonprofit organization working to create affordable homes in Sonoma County, through dedication, community, volunteers and donor support, and through the pure heart and soul put in by the affiliate's staff.

**Our Mission:** Habitat for Humanity of Sonoma County brings people together to build homes, community and hope!

**Position Summary:** The Volunteer Development Manager has a variety of responsibilities that fluctuate through the year, depending on active build projects, and the need for volunteer recruitment and coordination in all areas of the organization (committees, build, administrative, and ReStore). This position focuses on recruiting volunteers for the organization at all levels. They will assist each department with establishing their volunteer structure by helping them set up procedures for scheduling, supporting, supervising and recognizing volunteers throughout the organization, and identifying volunteer roles that benefit both Habitat and participants. This position will also work with residents, community stakeholders and civic leaders to support affordable housing and homeownership, as well as community service. The Volunteer Development Manager will work to attract both individual volunteers as well as groups, including faith organizations and corporate businesses.

### Primary Responsibilities:

#### Volunteers

- Manage the overall recruitment of volunteers for Habitat's committees, building, ReStore, and administrative programs
- Work with each departments volunteer specialist to recognize department volunteer needs
- Work to establish new means of recruiting volunteers on a large scale
- Use Salesforce database systems to clearly communicate all volunteer related information and to oversee volunteer data and tracking
- Work closely with the Fund Development Department to attract large corporate groups and utilize those relationships to expand the role those corporations play at Habitat of Sonoma County.
- Work to develop and maintain long-term volunteer relationships, help each department establish a recognition program for long-term volunteers
- Oversee volunteer calendars for build site, admin and ReStore; maintain volunteer files and database (Salesforce platform)
- Work with departments to place and schedule volunteers for specific projects

- Establish and oversee volunteer appreciation events
- Work directly with the Chief Development Officer to develop and expand new and existing programs
- Develop and implements volunteer recruitment plans, strategies, and marketing materials for both targeted and general recruitment including internships and job training programs
- Interview and screen all potential volunteers, select and place volunteers according to project and organizational needs and sustainability and skills of volunteers; insure all paperwork is completed, waivers signed, and direct them to the online safety training when necessary
- Orient volunteers and coordinate their meeting with the department volunteer specialist
- Oversee the maintenance of volunteer records and track time devoted to projects and tasks, evaluate results of volunteer activity, and prepare regular reports and analyses based upon goals and objectives

### **Community Outreach**

- Supervise Faith and Partners Liaison
- Foster and develop relationships with a variety of community service organizations and governmental and corporate partners
- Act as agency representative on community collaborative committees as needed
- Responsible for creating and implementing outreach plan, which includes tabling at community events and organization presentations
- Collaborate with the Fund Development, Marketing and Communications Departments to create promotional and outreach materials; coordinate distribution of materials as needed

### **Required Skills and Experience**

- Ability to work with diverse populations of skilled and unskilled workers, corporate build teams, church-based build groups, corporate sponsors, and potential homeowner partners
- Project Management and team-building experience preferred
- Ability to analyze and exercise sound judgment
- Must be organized and able to work in a fast-paced environment with changing priorities
- Must pass Criminal Background Check and Sexual Offender Check
- Intermediate skill level in Microsoft Suite (Word, Excel, Outlook, Power Point, Office 365) and aptitude for learning database software
- Outstanding communication and interpersonal skills needed
- Strong commitment to community service
- Ability to multi-task with minimal supervision
- Ability to communicate assigned tasks or to convey information to volunteers
- Ability to work collaboratively on a team
- Willingness to occasionally spend a portion of their time on an active build site

### **Education, Knowledge and Abilities:**

- Sensitive to issues of confidentiality and diversity
- Minimum high school education; college courses and/or degree a plus.
- Valid California Driver's License and insurability under affiliate automobile insurance policy
- General knowledge of real estate and construction industry a plus

**Physical Requirements:**

Office Environment: While performing the duties of this job, the employee is required to use a computer both in the office and off-site. Use of the computer will require repetitive motion of arms, hands and fingers. It is also required to sit in meetings, requiring concentration. The employee may also be required to stand while executing activities on behalf of the organization talk and hear extensively, both in person and using the telephone and occasionally lift and move items up to 25 lbs. Specific vision abilities are required for this job including both distance and close vision.

Build and ReStore Environment: Physical requirements may be those that are present in an outdoor construction environment, including hard-hat areas and exposure to heat and cold. The ability to walk on slippery or uneven surfaces. Sufficient visual acuity and ability to hear is necessary to assure safe operations and activities on work sites. May be regularly exposed to high decibel noise, such as power tools.

**Time Requirements:**

This is a full-time, exempt, 40 hour per week position. It may be necessary to occasionally work extra hours or some evenings and weekends, as determined by supervisor.

**Benefits:** We offer health insurance at 80% of employee premium paid by employer, and dental and life insurance paid in full by employer. We also provide competitive vacation and sick time accrual.

EEO: Habitat for Humanity of Sonoma County is an equal opportunity employer. Habitat for Humanity of Sonoma County strives to reflect the diverse community it serves. Applicants who contribute to this diversity are strongly encouraged to apply. \*Reasonable accommodation is available for qualified individuals with disabilities, upon request.