



Job Posting

Organization: United Way of the Midlands
Job Title: Manager, Volunteerism and Corporate Relations
Department: Donor Engagement
Supervisor: Director, Leadership Donor Management
FLSA Status: Full Time, Exempt
Location: Omaha, NE

Do you love to engage with your community? Have strong project management skills? Enjoy working on a variety of projects? United Way of the Midlands is recruiting volunteer coordinators to help connect people to meaningful volunteer experiences in the Omaha-Council Bluffs Community and would like to have you join our team. The Manager, Volunteerism and Corporate Relations is responsible for developing and implementing meaningful volunteer experiences in support of UWM's work, including community-wide volunteer events and customized volunteer experiences based on the interests of participants. The primary objective is to manage volunteer projects and create volunteer strategies that will engage employees from current and prospective partner organizations to provide them with a better understanding of how their donations of time and money make an impact the community. Working in collaboration with UWM team members, the manager will identify volunteer opportunities at not-for-profit partners and develop events to fulfil those needs. The manager is responsible for all aspects of the volunteer experience including recruiting new and previous volunteers, training volunteers, developing strong agency relationships, securing funding, and tracking volunteer hours,

Duties and Responsibilities:

- Manages and sets expectations for volunteer opportunities and programs for all corporate partner organizations.
- Identifies, develops and leads volunteer strategies to support United Way of the Midlands' priorities; including developing and executing annual business/work plan and deliverables and measures of success.
- Manages, develops and organizes Good on the Go volunteer projects for partner organizations, prospective partners and the broader community.
- Supports the organization's efforts to engage the broader community through design of volunteer opportunities, agency information and needs, and leveraging our Get Connected platform to engage individuals in UWM activities. Includes Shine Bright (a Good on the Go), Day of Action, Day of Caring and other broad projects.
- Mobilizes and connects volunteers by implementing a robust and comprehensive online volunteer engagement database/system with primary focus on volunteer opportunities associated with United Way of the Midlands' funding priorities and initiatives.
- Keeps abreast and knowledgeable about issues and trends of volunteer engagement.
- Manages and set expectations for fundraising with our agency partners through development of goals and strategies on an account-by-account basis; this includes developing and executing an annual plan for the portfolio of agency partners.
- Provides periodic reports to management regarding status of assigned accounts, including accurate projections.
- Meets annual revenue goals as well as goals for personal contact with donors and prospects.

- Works with other departments to develop funding streams with key partners for new and strategic initiatives such as JAG Nebraska, 211, mental health awareness, etc.
- Executes a plan for new account development throughout the organization and with selected volunteers in the community.
- Executes a strategic Customer Relationship Management program and captures all conversations and observations into an electronic CRM system (ANDAR).
- Works collaboratively on projects with all departments within the organization.
- Performs other related duties as assigned.

Required Skills and Abilities:

- Maintains professional conduct, confidentiality and ethical standards at all times.
- Knowledge of CRM Contact Management systems (Andar or similar database software); MS PowerPoint, Internet browser software; MS Excel Spreadsheet software and MS Word Processing software.
- Driving is an essential function of this position.
- English proficiency sufficient for communication with supervisors, co-workers, clients and customers.
- Experience working in teams and managing volunteers in previous positions or individuals in a positive team environment.
- A working knowledge of the social services arena, community planning and organization as well as the ability to work with a wide variety of community initiatives and partnerships.
- Ability to effectively present information, conduct training and volunteer development programs and respond to questions from groups.
- Ability to build and sustain relationships at all levels, internally within the organization as well as externally in the community is an absolute must. Trust and partnership is of the utmost importance in this role.
- Must have proven strategic experience, and have the competence to bring an idea/program to the surface and see it to fruition.
- Must possess the ability to work in a fast-paced work environment, be able to prioritize several high profile and complex projects, as well as the flexibility to move along with the leadership team as appropriate.

Supervisory Responsibilities:

Supervises employees. This includes organizing, planning, managing, motivating and evaluating.

Education and Experience:

- Bachelor's degree required from four-year college or university in Business or Public Administration.
- Minimum of five years' experience in human services or nonprofit work involved in coordinating volunteer efforts.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Regularly reach with hands and arms and talk or hear.
- Occasionally required to walk; climb or balance and stoop, kneel, crouch, or crawl.
- Must occasionally lift and/or move up to 25 pounds.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.

Benefits:

- Shared health, dental and vision insurance
- Generous 401(k) Retirement plan

- Paid vacation and sick time
- Employer paid life and disability insurance
- Professional development assistance
- Tuition reimbursement
- Onsite cafeteria and gym

How to Apply:

Please submit your cover letter and resume to resume@UWMidlands.org

United Way of the Midlands is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.