



Volunteer Manager Job Posting

FACETS opens doors by helping parents, their children, and individuals who suffer the effects of poverty in Fairfax County. We meet their emergency shelter, food, and medical needs, help them gain safe sustainable and permanent housing and work with them to end the cycle of homelessness and poverty through educational, life skills and career counseling programs.

FACETS is hiring a full time Volunteer Manager who, in coordination with the Director of Development, is responsible for managing the volunteer services provided by adults, children, faith communities, businesses, civic and academic groups serving in diverse roles to enhance the programs and daily operation of FACETS. The Volunteer Manager is also responsible for the coordination and distribution of in-kind gifts and workplace giving programs.

MAJOR RESPONSIBILITIES:

VOLUNTEER PROGRAM MANAGEMENT & ADMINISTRATION

- In consultation with program, administrative and the development team, assesses the organizational and volunteer needs and develop an annual plan for volunteer recruitment, supervision, retention and recognition.
- Identifies knowledge, skills, abilities and motivations required to fulfill the volunteer roles and assignments and develop positions to meet assessed needs.
- Recruits volunteers for specific roles and assignments from individuals, groups, corporate, civic, faith based, student and community groups.
- Serves as FACETS liaison for the Hot Meals and Hypothermia Programs.
- Develops internal and external policies and procedures for recruiting, managing and appreciating volunteers.
- Ensures volunteers have adequate supervision and training to fulfill their assignments or roles.
- Assesses potential risks to volunteer positions and address risks with appropriate screening and by identifying training needs.
- Plans recognition events and engagement activities for volunteers.
- Manages VolunteerHub database; ensures accurate data collection for volunteer paperwork and hours logged.

IN KIND AND WORKPLACE GIVING

- Works with Director of Development to coordinate all workplace giving campaigns, including United Way, Combined Federal Campaign and Commonwealth of Virginia Campaign.
- Participates in community presentations and outreach opportunities.
- Coordinates all in-kind donations, including responding to donation inquiries, acceptance and distribution of items to program staff and monitoring of FACETS' Emergency Supply Pantry.
- Conducts outreach for ongoing and special gift-in-kind needs.
- Works with Director of Development on fundraising and gift-in-kind collateral materials.

- Works with program staff on seasonal supply drives, including Back to School, Thanksgiving and December Holiday Drives.
- Oversees entry of gift-in-kind donations into Raiser's Edge and works with Development Associate on gift-in-kind donor acknowledgments.
- Secures event in-kind needs.
- Manages Point of Entry events, including guest invites, event programs and timely follow up.

REQUIRED SKILLS AND EXPERIENCE:

- Bachelor's Degree or higher.
- 2 – 3 years' experience in a volunteer manager or volunteer coordinator role.
- Experience in working with VolunteerHub or similar electronic volunteer management system.
- Microsoft Office Suite and Adobe experience an asset.
- Excellent written and oral communication skills.
- Availability to work evenings and weekends as needed.
- Experience in tracking data in a relational database (CRM), preferably Raiser's Edge.
- Detail oriented and well-organized with the ability to prioritize and multi-task.
- A team player with a passion to work collaboratively.

Please send a cover letter and resume as one document to: bdushko@facetscares.org

No phone calls please.