



The Children's Heart Foundation™

Sample Job Description: Director of Volunteer / Event Management

Reports To: Executive Director
Status: Exempt

Job Summary:

Reporting to the Executive Director and serving as a member of the Senior Management Team, this position's responsibilities are two fold; planning, organizing and directing the high quality volunteer programs associated with CHF (cultivating, recruiting and retaining) as well as providing support to organizational fundraising / development activities at all levels (local groups, chapters, third party fundraisers and national events).

Responsibilities:

- Provide support to existing fundraising / development activities at all levels of the organization. This includes administrative support, cash and in-kind event donations, event corporate sponsorship, etc... .
- Develop and oversee the implementation of frameworks for volunteer engagement in CHF's new organizational structure.
- Assist local volunteers with accessing appropriate staff / resources at CHF's National Office.
- Organizes, coordinates and manages the recruitment of volunteers for boards, event committees and associated programs (i.e. advocacy & education).
- Works with social, civic and corporate organizations to develop partnerships, where appropriate, to utilize volunteers.
- Works with CHF chapters and third party fundraisers in support of their development activities.
- Coordinates communication to organization's volunteers at all levels.
- Develops and implements training programs for volunteers.
- Maintains updated records for all organizational volunteers.
- Attends volunteer meetings. Reports to staff on volunteer activities as needed.
- Recommends ongoing volunteer utilization to ensure programmatic needs are met.
- Develops and implements a volunteer recognition program.
- Coordinates the duties listed above with Senior Management Team who are responsible for related or overlapping tasks (i.e. fundraising, communications/pr, finance).
- Other responsibilities and duties as assigned.

Qualifications:

- 3-5 years of relevant experience in Volunteer Management
- Bachelors degree in Business, Marketing, Communications or Non Profit Management required
- Excellent computer skills and proficient in excel, word and DonorPerfect
- Excellent communication skills both verbal and written
- Excellent interpersonal skills and a collaborative management style
- Demonstrated commitment to high professional ethical standards and a diverse workplace
- Ability to look at situations from different points of view

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- Must be available for special events and training (some weekend and holiday work required)
- Position is located at CHF National Headquarters in Lincolnshire, IL.
- Salary range for position is commensurate with experience.
- Start date is effective January 8, 2018
- Interested parties contact info@childrensheartfoundation.org