

## **Position Description: Manager, Corporate Engagement**

Boston Cares mobilizes and trains individual and corporate volunteers who strengthen communities and improve the lives of people in need. We are the largest volunteer agency in New England, a member of the Points of Light Global Network and a leader in the volunteer engagement sector. We build relationships with schools and nonprofits with needs that can be filled by teams of volunteers; and then we recruit, train and lead reliable and enthusiastic groups of volunteers who get the job done. Our year-round volunteer programs and signature service events engage adults of all ages, children & teens, and corporate partners. In 2021, Boston Cares will celebrate our 30<sup>th</sup> anniversary, and over 1.3 million hours of service to the Boston community.

Our corporate engagement program works with over 60 companies annually to produce customized service projects designed to meet community needs and corporate engagement goals. Projects include revitalizing learning environments, providing STEM education activities to large groups of students, painting, landscaping and carpentry projects to enhance the sites of agency partners, and constructing beds for children in need. In response to the Covid-19 pandemic, we've pivoted our work to engage teams in meaningful remote volunteer opportunities.

Learn more at [www.bostoncares.org](http://www.bostoncares.org)

**Position Summary:** Reporting to Senior Manager, Corporate & Community Engagement, the Manager of Corporate Engagement will play an integral role in the development and delivery of successful, high-impact service projects engaging employees from Boston Cares corporate partners. During the pandemic, projects focus on virtual and small group opportunities, while we hope to return to larger hands-on events again in the future. Successful candidates for this position will be excited by a fluid position in an organization focused on pivoting to address needs as they change.

### **Key responsibilities of the Manager, Corporate Engagement will include:**

- Manage the development of service projects for corporate partners, including:
  - Researching and developing virtual or hands-on projects serving schools and nonprofit agencies
  - Creating and presenting project options to partners and adjusting as needed to fit requests while serving the needs of agencies/schools
  - Developing comprehensive project task lists and clear instructions for Project Leaders and volunteers
  - Developing and managing supply lists, budgets and logistics of supply procurement
  - Recruiting, scheduling and training Project Leaders; ensure leadership is prepared to manage project tasks and has adequate support
  - Coordinate logistical plans for delivery of project, including project prep and wrap up
  - Collect and report on project data using Salesforce based data system; provide narrative reports for distribution to partners
- Serve as relationship manager for a portfolio of corporate partner activations, including:
  - Meeting with partners to determine goals and focus of engagement
  - Coordinating with partners throughout the planning process to ensure event success
  - Develop projects for partners, including all aspects as outlined above
- Support the development of special initiatives and events, including new project models and components

- Provide project and logistics expertise for large-scale service events such as MLK Day of Service
- Implement new processes for efficiency and project success with the team
- Support organization-wide initiatives as needed
- Represent Boston Cares externally at service projects, with agency and corporate partners, and at other events

**Qualifications:**

- Bachelor's degree and/or equivalent work experience
- 1-3 years' experience with nonprofit organizations – as a volunteer, staff member, or other roles
- Demonstrated interest in the nonprofit sector and corporate social responsibility
- Strong attention to detail and ability to manage many moving projects at once
- Excellent communication and interpersonal skills
- Interest and ability to work as part of small team in a fast-paced environment
- Demonstrated ability to manage a project from start to finish
- Strong time management skills and ability to self-manage in a remote work environment
- Enthusiasm for both physical, hands-on service projects (painting, carpentry, landscaping), and virtual opportunities
- Familiarity with tasks such as painting, landscaping and carpentry highly preferred
- Comfort with technology and interest in learning advanced features of new platforms (databases, video conferencing)
- Ability to lift and move project supplies (up to 50 lbs) and be standing throughout the day leading projects
- Valid driver's license; comfortable driving cargo vans and 10-14' trucks

**Compensation & Benefits:** This is a full-time, entry-level, salaried position; we are happy to discuss specifics early in the process with those who have a strong interest in the role. Boston Cares offers competitive benefits to all full-time employees, including health and dental coverage options, commuter benefits, additional voluntary benefits options, and a generous paid time off policy. Our work can be demanding and require additional or sometimes non-traditional hours, and we believe staff need the flexibility to create balance in order to be effective.

**Please Note:** Boston Cares is currently working remotely due to Covid-19, with optional office access for staff. We are offering both in-person and virtual volunteer opportunities to individual and corporate volunteers within local restrictions, some of which do require on-site staff support.

**To apply, please send resume and cover letter to Laura Keith at [laura.keith@bostoncares.org](mailto:laura.keith@bostoncares.org). Applications will be reviewed on a rolling basis with anticipated start date in January 2021. No phone calls please.**

*Boston Cares is an Equal Opportunity Employer and does not discriminate on the basis of race, color, creed, national origin, ancestry, religion, age, citizenship, sex, marital or veteran status, disability or handicap, predisposing genetic characteristics, sexual orientation or any other basis prohibited by applicable law. Boston Cares also makes reasonable accommodations for qualified individuals with disabilities, in accordance with the Americans with Disabilities Act and applicable state laws.*