

## **Position Description**

*Director of Corporate and Community Engagement*



## **Method of Selection**

The Director of Corporate and Community Engagement will be interviewed and selected by the CEO and a committee that includes two organizational stakeholders.

## **Basic Function**

Coordinate, implement and manage activities which ensure the financial growth of VOLUNTEER Hampton Roads through retention and expansion of the organization's corporate and nonprofit partnerships.

## **Specific Functions Performed**

- Develop and supervise an annual budget for support of operations.
- Create new and maintain existing relationships with corporate and nonprofit partners.
- Execute and evaluate strategic partnership recruitment and retention plan.
- Manage corporate volunteer projects.
- The primary, initial point of contact for partners.
- Maintain and update partner account information within the CRM system (Salesforce).
- Assists CEO with proposal and grant writing.

## **Education and Experience Required**

- High School diploma required; Bachelor's degree preferred.
- Volunteer organization management experience, either as staff or volunteer.
- Minimum 3 years relationship management, business development or fundraising experience.
- Ability to communicate ideas clearly and concisely, both orally and in writing.
- Event planning or project management experience.
- Knowledge of the Hampton Roads region.
- Basic level of knowledge of computer operations (Salesforce knowledge preferred but not required).

## **Accountability**

The Director of Corporate and Community Engagement is directly responsible to the CEO.

## **Compensation**

\$50,000 - \$60,000

## **Benefits**

- |                             |                          |                    |
|-----------------------------|--------------------------|--------------------|
| • 401(k)                    | • Health insurance       | • Parental leave   |
| • 401(k) matching           | • Health savings account | • Retirement plan  |
| • Dental insurance          | • Life insurance         | • Vision insurance |
| • Flexible spending account | • Paid time off          |                    |

## **How to Apply**

Submit your resume at [volunteerhr.org/jobs](http://volunteerhr.org/jobs)