

# Nonprofit Program Manager Position

**Are you a natural leader, or have you been in a leadership role coaching, leading, and managing both staff and volunteers?** Volunteer Alexandria (VolALX) has connected and matched people with opportunities since 1980 to help organizations needing human resources to support their programs and services. We seek an outgoing and self-motivated leader to help grow the organization. This position is responsible for the execution of the agency's programs to ensure that volunteers are engaged and excited about the mission of VolALX. Additionally, they will manage the Volunteer and Database Coordinator, Emergency Preparedness Coordinator, as well as social media and office. One of our goals is to become an antiracist agency and create equitable environments for all. Looking through a racial equity lens, the Program Manager will review all current and new programs to ensure effective alignment with the organization's antiracist mission and the program's goals.

## Responsibilities:

### Organization Responsibilities

- Develop new and innovative programs that support the organization's objectives.
- Evaluate and assess the programs' strengths and weaknesses.
- Monitor projects and oversee staff and volunteers to ensure goals are met, and train, manage, and support direct reports and volunteers.
- Work with the Executive Director and social media team to improve outreach and cultivation strategies.
- Create and manage the agency's monthly electronic newsletters.
- Assist with grant writing for youth and family volunteer projects, as well as assist in preparing grant reports.
- Build a budget for the program and ensure all projects stay within this budget.
- Assist with all special events and other duties as assigned.

### Volunteer Management Responsibilities

- Recruit/manage volunteers across the city for our programs/events and mobilize people for community needs.
- Facilitate volunteer management training for volunteer engagement professionals.
- Ensure all incoming volunteers are matched with community needs (and/or guide to web interface).
- Manage volunteer database and provide weekly and monthly engagement reports.

### Nonprofit Management Responsibilities

- Strengthen relationships with nonprofits using our system and maintain the database.
- Manage the implementation of service-learning program for youth.
- Plan, implement, and execute signature events (Toy Drive, Family Vol Day, Food Drive, MLK Day).
- Create, implement, and manage outreach efforts in the community.
- Reach out to congregations, civic associations, and other groups to promote VolAlex and speak on our behalf.

## Qualifications:

- Knowledge of Salesforce software or equivalent to it required.
- Leadership and management skills.

- Volunteer Management experience.
- Conflict resolution and problem-solving skills.
- Risk management.
- Written and verbal communication skills.
- Teamwork and motivational skills.
- Organizational and multitasking skills.
- A demonstrated passion for citizen engagement, helping others and improving communities.
- Two to three years of professional and/or internship experience in volunteer management
- Excellent customer service skills and communication skills—verbal, listening and writing
- Ability to work evening/weekends and flex hours.
- Evidence of a commitment to diversity and understanding how to work effectively in and with a diverse community.
- Fluent in Spanish and English a plus
- Knowledge of Alexandria community a plus.

**Location:** Candidate must live in or near Alexandria, Virginia. Teleworking twice a week is possible.

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