

## Remote Volunteer Manager

Would you like to make a difference in the lives of women and girls across the world, while enjoying a schedule that's flexible in a remote work environment? Join our team at Together Women Rise! Together Women Rise is a powerful community of women and allies dedicated to achieving global gender equality. We have hundreds of chapters across the U.S. where members come together to learn about gender equality issues, give grants to organizations that empower women and girls in low-income countries, and build community to forge meaningful connections with each other and with women around the world.

Together Women Rise works with hundreds of volunteers at the local, regional, and national levels of our organization. Our volunteers are essential to carrying out our mission of empowering women and girls around the world.

Together Women Rise currently has an opening for a full-time Volunteer Manager. The Volunteer Manager is responsible for developing and implementing an exemplary volunteer program that supports the organization in achieving its mission, while ensuring that our volunteers have a rewarding, empowering, and fun experience. This role includes recruiting, selecting, training, and recognizing volunteers all across the organization.

A successful Volunteer Manager will:

- Build positive, one-on-one relationships with Together Women volunteers, and foster an organization-wide culture of appreciation and gratefulness for all volunteer contributions.
- Work collaboratively with Together Women Rise staff and committees to identify volunteer opportunities across the organization. Support staff and committees in recruiting and selecting volunteers.
- Develop and manage a system for receiving volunteer applications and tracking volunteer prospects.
- Ensure that volunteers are equipped to be successful in their positions through excellent onboarding and training, as well as ongoing support. Collaborate with staff and committees to develop and implement training programs for volunteers; regularly monitor, evaluate, and update these training programs/materials as needed.
- Design and maintain an up-to-date Volunteer Manual, including appropriate policies and procedures that guide volunteer activities and reflect the values of the organization.
- Design, implement, and manage a formal volunteer recognition program.
- Oversee and provide support to Together Women Rise's volunteer Regional Leaders located across the U.S. This includes managing monthly online meetings and the annual Regional Leader retreat.
- Assist/support volunteer leaders with chapter or regional member events. (i.e., chapter leader retreats, regional conferences); review, approve, and track all chapter fundraisers.

- Produce the monthly e-newsletter for Together Women Rise chapter leaders, as well as additional communications for volunteers as needed (i.e., volunteer opportunities and changes)
- May assist with other Together Women Rise events, as needed (i.e., International Women's Day, national conferences, committee retreats).
- Maintain up-to-date records on current and prospective volunteers; work with volunteers and staff to identify and develop reports that enhance service and communications with volunteers.

## **Requirements**

- At least 3-5 years' work experience which provided the knowledge, skills, and abilities required to perform this position's essential duties and responsibilities
- Experience supervising or working with volunteers in a collaborative manner
- Excellent verbal and written communications skills
- Strong interpersonal skills and willingness to provide excellent support and service to volunteers
- Self-motivated, able to work independently and manage multiple projects and priorities in a fast-paced environment
- Attitude of helpfulness and flexibility; able to adapt to a growing, changing work environment
- Proficient in Microsoft Office applications (Word, Excel), databases, email, online meetings
- Able and willing to travel as needed (limited)
- Position requires predominantly weekday hours, but some online evening meetings are expected

## **Preferred Experience and Skills**

- Bachelor's degree, preferably in a discipline related to the responsibilities of the position (i.e., Nonprofit Management, Human Resources, Communications, etc.)
- Experience working in a nonprofit organization
- Intermediate or advanced computer proficiency (i.e., email applications such as MailChimp)
- Residence within driving distance of Greenville, SC preferred, as one day per month in office is desired.

## **Compensation Details**

Salary Range: ~\$50K

Full-time benefits include paid time-off, holidays, and a flexible work schedule. A benefit stipend in lieu of health coverage is provided.

Together Women Rise is committed to diversity, equity, and inclusion and strongly encourages women, people of color, individuals with disabilities, LGBTQ+ individuals, and veterans to apply.

Together Women Rise is dedicated to the principles of equal opportunity. All qualified applicants will be considered without regard to race, color, religion, sex, pregnancy, gender identity, gender expression, sexual orientation, national origin, age, disability, genetic information or any other personal characteristic not relevant to the posted position.

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