

# Fostering an Equitable, Engaged, Empowered Community



## CAREER OPPORTUNITY:

## Volunteer Engagement Officer

Position Posted: 9/8/2022	Application Deadline: September 23, 2022
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- To apply, please send a cover letter and resume to [careers@unitedwaydm.org](mailto:careers@unitedwaydm.org)
- For more organizational information, please visit [www.unitedwaydm.org](http://www.unitedwaydm.org)

### Position Summary

United Way of Central Iowa is seeking a Volunteer Engagement Officer to support and advance United Way's mission of improving lives by leading the development, implementation and measurement of outcomes of the volunteer engagement strategy that focuses volunteer efforts on the five elements of our United to Thrive Strategies: Essential Needs, Early Childhood Success, Education success, Economic Opportunity, and Health and Well-Being. The Volunteer Engagement Officer will work with volunteers, community partners, business, government, labor, faith-based organizations and staff to engage volunteers in meaningful, quality volunteer roles that make a measurable difference in the quality of life for people in the community.

The ideal candidate will have 5 years' experience in successfully managing staff and volunteers for a nonprofit organization and creating volunteer opportunities that align with organizational strategies. Positive relationship building skills are a must as well as strong organizational, communication and collaboration skills. The hiring range is \$75,000 – \$82,000 depending on experience. Individuals with diverse background and experiences are encouraged to apply!

### Why choose United Way of Central Iowa?

United Way of Central Iowa is an established and highly respected nonprofit in the Central Iowa area and the United Way Worldwide network. Employees at UWCI have a passion for the organization's mission and community impact work and strive to create a positive, inclusive, and welcoming work environment. Our Core Values of Compassion, Integrity, Community Engagement, Responsiveness and Striving for Excellence is the foundation for how we do our work and to reach our aspiration to "Engage Community to Empower All." In addition to a competitive salary and robust benefits package including health insurance, a

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dental plan, 401(k) with match and paid life insurance, we offer the following:

- A hybrid remote work schedule (2 days at home, 3 days in the office)
- A positive work environment that fosters diversity, equity, and inclusion principles
- Generous paid vacation plan, holidays, a personal holiday, and sick time
- Paid volunteer time off
- Convenient central Des Moines location with free parking
- Free, newly remodeled on-site fitness center
- Tuition Assistance
- Commitment to employee professional development
- Fun monthly opportunities for employees to build camaraderie
- Wellness initiatives

## Essential Accountabilities Include (but not limited to):

- Identifies, develops, and leads the volunteer engagement strategy by positioning United Way as the premier community mobilizer of volunteers for the five elements of United to Thrive strategies: Essential Needs, Early Childhood Success, Education Success, Economic Opportunity, and Health and Well-Being
- Directs and supports the work of a volunteer engagement cabinet comprised of corporate and community leaders. Including the recruitment and stewardship of the cabinet members
- Leads the community effort to maximize the involvement of volunteers by creating and implementing a volunteer engagement strategy for each element of United to Thrive
- Leads and manages volunteer engagement staff (two positions) developing, coaching, and providing guidance.
- Coordinates and supports the various collaborative partnerships (traditional and non-traditional, internal and external) by identifying/creating/promoting a continuum of volunteer engagement in the five elements of United to Thrive
- Builds community capacity to plan, lead and effectively manage volunteers by investing resources and providing training, consultation, and technical assistance to key stakeholder groups in volunteer engagement.
- Identifies potential grant funding opportunities on a local, state, and national level to accelerate community-level change in education, financial stability, and health and well-being.
- Mobilize and connect volunteers by overseeing a robust and comprehensive online volunteer database, leading with community impact issues of education, financial stability, and health and well-being.
- Participates as a member of the organization's Strategic Planning Team.
- Maintains positive, collaborative relationships with United Way employees, the management team and community partners by identifying key connecting networks with each stakeholder group.
- Keeps abreast and knowledgeable about issues and trends of volunteer engagement by networking with local, state, and national sector knowledge leaders.
- Aligns work behavior and work based on the UWCI Code of Ethics and Organizational Values.

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## Competencies:

- **Leadership:** Ability to motivate and guide others to perform with clear expectations and goals.
- **Management Skills:** Ability to achieve desired outcomes by setting goals and priorities that deliver results.
- **Business Acumen:** Ability to understand business-related topics or issues.
- **Diversity Oriented:** Ability to support the organization's diversity, equity and inclusion principles by using ethnic, gender, religious or socio-economic inclusiveness.
- **Consensus Building:** Ability to interact with others of diverse backgrounds resulting in group solidarity or an agreement or solution.
- **Judgment:** Ability to form sound opinions or make decisions evaluating available information.
- **Communication**
- **Relationship Building:** Ability to establish and maintain good rapport and cooperative relationships with volunteers, donors, and coworkers
- **Problem Solving:** Ability to recognize courses of actions that can be taken to handle to handle problems or potential problems and apply contingency plans to solve those problems.
- **Presentation skills:** Ability to effectively present information to a group.
- **Communications skills, Oral:** Ability to send verbal messages, and actively listen to others' responses  
**Communication, Written:** Ability to write concise, clear letters, reports, articles, or emails including proofing and editing. Ability to speak and write clearly and concisely for a broad audience.

## Experience:

- **Minimum 5 years experience in human service field, preferably related to volunteer engagement.**
- **Minimum 3 years experience in managing staff and volunteers.**
- **Strong proficiency in Microsoft Office applications including Word, Excel, and PowerPoint.**
- **Driver's license and ability to drive own vehicle for regular local travel between buildings in the Central Iowa area. Overnight and air travel occurs potentially twice year with stays of two to three days.**

## Education:

- **Bachelor's degree preferred. Extensive experience related to the role's requirements may be considered in lieu of some education.**

United Way is an equal opportunity organization and all qualified applicants for employment or contract assignments will receive consideration for employment without regard to race, religion, skin color, gender, national origin, ethnicity, sexual orientation, gender identity, physical or mental abilities, genetic information, pregnancy, disability, age, family or marital status, veteran status or other characteristic protected by applicable. United Way of Central Iowa will consider qualified candidates with criminal histories in a manner consistent with the role requirements and any applicable local, state, and Federal law. If you are a job seeker with a disability, or are assisting someone with a disability, and require accessibility assistance or an accommodation to apply for one of our jobs, please call 515-246-6516.