



Job Description

Apply for this opening by clicking here: [Job Application Link](#)

JOB TITLE: Corporate Volunteer Coordinator
REPORTS TO: Director People Care
SUPERVISES: None

FLSA: Non-Exempt (hourly)
REVISED: 2/13/2017

Position Summary:

Responsible for revenue acquisition by hosting corporate volunteer groups; responsible for oversight and administration of the Corporate Volunteer Program including design, planning, implementation and direction of the program to promote The Animal Foundation's mission, vision and core values; this position is public-facing and requires interaction with volunteers and their corporate leaders.

Essential Duties and Responsibilities:

- Develops and maintains corporate volunteer opportunities to promote corporate support primarily in the form of financial funding.
- Researches corporations that support employee volunteering by donating volunteer funding to nonprofits hosting the corporation's employee volunteers. Conducts meetings with these corporations to acquire volunteer funding.
- Responsible for follow-up on acquiring all corporate volunteer funding due to TAF. Manages, monitors, and reports on volunteer funding.
- Works closely with our Development team in developing a strategy in approaching corporations that does not infringe upon or cannibalize corporate support or funding that is already in place.
- Recognizes that the corporate relationship always resides first with TAF's Development team and revenue acquisition for this position is always focused on acquiring funding that would only come to TAF via corporate volunteering.
- Has primary responsibility for orientation and training of corporate volunteer groups making sure all aspects of the training are in accordance with the organization's mission and philosophy; updates training materials and programs as needed and alerts volunteers to relevant education opportunities.
- Responds quickly to inquiries regarding the corporate volunteer program.
- Maintains volunteer personnel records noting special skills and interests; records volunteer group duties and hours donated and notes incidents and injuries; prepares operational reports on volunteer activities; prepares budget reports as directed by supervisors.
- Helps to provide suitable and trained volunteer groups for large scale events and other special situations as requested by department managers.
- Monitors volunteer groups in performance of duties providing them continuous feedback, special guidance when requested or required; conducts recognition programs for our corporate volunteer groups; resolves disputes and dismisses volunteers not fulfilling the required duties.



Job Description

- Fulfills speaking engagements and prepares media releases when appropriate.
- Maintains a professional appearance at all times.

CORPORATE VOLUNTEER COORDINATOR

Essential Duties and Responsibilities: (continued)

- Provides information and assistance to internal and external contacts as required.
- Contributes to the efficiency and effectiveness of the organization's service to the community by offering suggestions and directing or participating as an active member of a work team.

Education and Experience Requirements:

- Equivalent to a Bachelor's degree in marketing or a closely related field.
- One (1) year of professional experience in coordinating and managing volunteer services.

License & Certification Requirements:

- Nevada driver's license.

Required Knowledge and Skills:

Knowledge of:

- Principles and practices of volunteer management and volunteer support.
- Principles and practices of training, conflict resolution, recognition, and business development.
- Standard office practices and procedures, including record keeping systems and the operation of office equipment, computers, and associated software.
- Techniques for dealing effectively with co-workers and the public, in person and over the telephone.
- Correct business English, including spelling, grammar and punctuation.

Skill in:

- Developing and conducting training programs and classes.
- Achieving revenue goals.
- Working with internal operations to assess and staff volunteer group opportunities.
- Dealing tactfully and effectively with staff, volunteers and the general public.
- Setting priorities, coordinating multiple activities and meeting critical deadlines.
- Ensuring integrity and accuracy of work product.
- Use of business software and associated computer hardware.
- Communicating effectively in oral and written forms.
- Working without close supervision in standard work situations.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.



Job Description

CORPORATE VOLUNTEER COORDINATOR

Required Knowledge and Skills:

Skills in (continued):

- Preparing clear and concise reports, correspondence, instructions and other written materials.
- Communicating, relating and interacting with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained.

Working Conditions and Physical Effort:

Physical ability and mobility to walk, reach with hands and arms, climb or balance, stoop, kneel, crouch and crawl. Strength to lift and/or move materials weighing up to 25 pounds frequently, 50 pounds occasionally. Vision to read printed materials. Stamina to sit and work with computer for an extended period of time. Hearing and speech to communicate in person or over the telephone. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Job incumbent is occasionally exposed to animals, animal waste, potentially harming cleaning chemicals, high noise and potentially hazardous conditions, including the risk of animal bites and occasional work outdoors for extended periods of time while exposed to cold and extremely hot temperatures.

All employees work in a culture of continuous improvement and are expected to support our mission. Employees must be able to clearly articulate our goals, actively participate in outstanding customer service, and accept responsibility for maintaining our culture of philanthropy.

This job description is intended to describe the general nature and level of work expected of this position. This description is not intended to be construed as an exhaustive listing or description of all responsibilities, duties and skills required of incumbents in the job.

I have read and understand the above to be a general description of the duties, physical demands and occupational exposures of the position for which I am being hired.