Volunteer & Donor Engagement Coordinator

**Purpose of Position:**

Promote, implement, and grow volunteer and donor engagement programs that effectively support UWAC’s mission and community impact goals, and increases participant’s affinity for UWAC. Provide vision and ongoing team goals that align with overarching organization goals.

**Reports to:** Development & Marketing Director

**Duties and Responsibilities:**

- Provide oversight for volunteer placement at UWAC and in the community utilizing a variety of resources as developed or identified:
  - Evaluate volunteer needs of community groups, non-profits, and general public
  - Pair community volunteers with appropriate organizations and/or projects
  - Develop annual and long-term volunteer recruitment and engagement plans for programs such as Days of Caring, My Free Taxes, and Community Impact Funding
  - Assist in strategic, skills-based volunteer recruitment and placement for UWAC committees, projects, advisory boards, and task forces
  - Maintain and report on volunteer data using Galaxy
- With guidance from Development & Marketing Director, coordinate donor engagement efforts including, but not limited to:
  - Emerging Leaders of Addison County
  - 365 Small Business Circle
  - Workplace giving campaigns
  - Project management of fundraising and donor stewardship events (duties may include coordination, logistics planning, budgeting, sponsorship solicitation, in-kind donation requests, and other tasks in addition to volunteer recruitment)
- Assist in development of volunteer management capacity building opportunities for UWAC partners
Develop and monitor a program budget in consultation with Development & Marketing Director and Director of Finance

**Knowledge & Skills:**

- Effective written and verbal communication, interpersonal and organizational, and project management skills required
- Prior event coordination/management experience preferred
- Experience and comfort using social media platforms required
- Strong decision-making skills
- Demonstrated ability to develop and effectively implement successful programs
- Proven ability to meet organization and community objective using a combination of staff, volunteers, and external partners is strongly preferred
- Must be adept at engaging diverse populations and demonstrating cultural sensitivity and inclusion
- Must be self-motivated, accountable, willing to take risks and able to work both independently and as a member of a team
- Nonprofit experience (professional or volunteer) required

**Compensation & Benefits**

This is a full-time position (37.5 hours/week) based in UWAC’s Middlebury, VT office and requires occasional travel throughout Addison County. Annual salary range is $33,000 - $36,000 based on experience and qualifications. Benefits package includes health insurance, retirement plan, generous combined time off (CTO), and eight paid holidays.

**To Apply:** Applicants should email a cover letter and resume to erin@unitedwayaddisoncounty.org.