

Autism Delaware Inc.

Job Description

JOB TITLE: Volunteer and Community Engagement Specialist

DEPARTMENT: Fund Development and Engagement

REPORTS TO: Fund Development and Engagement Director

EFFECTIVE DATE:

FLSA: Full-Time Hourly

SUMMARY: The Volunteer and Community Engagement Specialist is an integral member of the Fund Development and Engagement Department. Their primary focus is to deepening the communities' engagement through robust volunteer involvement, innovative fundraising strategies, and inclusive community engagement opportunities.

DETAILS:

ENTRY LEVEL QUALIFICATIONS:

1. Bachelor's degree in business, marketing or two or more years of professional experience in volunteer engagement
2. Excellent oral and written skills
3. Excellent organizational and time management skills
4. Experience in utilizing technology including: social media, Constant Contact, Microsoft Office Products including Word, Excel, Publisher, Outlook and database required.
5. Must be politically astute and able to work with diverse and competing interests of both internal and external constituency groups
6. A personal vehicle is required
7. A valid driver's license is required
8. Background check is a condition of employment

QUALIFICATIONS FOR CONTINUED EMPLOYMENT:

1. Adherence to all policies and procedures
2. Punctual and regular attendance as scheduled
3. Successful, safe and effective implementation of job tasks
4. This job description in no way states or implies that these are the only job duties to be performed by the incumbent. He or she will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.
5. Cultivates a culture of openness and information sharing. Builds trust through regular, open and honest communications. Regularly looks for common ground and encourages collaboration among team members. Builds consensus via shared decision making.

WORKING CONDITIONS:

This is a full-time hourly position. General hours of operation are 8:30 A.M. to 4:30 P.M. Some nights and weekends are required. Light physical activity is required. Work may involve occasional assistance of others in the manipulation of heavy objects and involve some standing and walking. Travel throughout the state is expected

JOB RELATED DUTIES

ESSENTIAL FUNCTIONS: deceit

1. Supports Autism Delaware's Fund Development & Engagement Plan.

- Partner with Fund Development Team to manage volunteer and engagement needs for major fundraising events, outside fundraisers, and select community events.
- Collaborate with Autism Delaware staff to develop additional and effective volunteer opportunities ensuring volunteers are actively engaged; fostering relationships between employees and volunteers, serving as a liaison and consultant.
- Further develop and implement a volunteer management system utilizing best practices in volunteer recruitment, engagement, recognition, and evaluation
- Further develop and maintain volunteer management guidelines that are consistent with Autism Delaware's mission, vision and philosophy while meeting regulatory requirements.
- Further develop a volunteer guest-centric and supportive environment including a volunteer recognitions program and the execution of the annual awards banquet.
- Works with Fund Development and Engagement Director to establish fundraising benchmarks and goals related to volunteers and engagement and meets or exceeds those annual goals.
- Represent Autism Delaware within the community, cultivating relationships with volunteer, participant and families, and donor prospects.
- Manage end-to-end delivery of data management for volunteer and event data systems including: data processing, tracking, acknowledgement, reporting, reconciliation and analyzation.
- Provide regular communications between community, participants and families and volunteers through social media, newsletter, and e-newsletter and through other communication opportunities.
- Assists to develop, maintain, and report on fund development and engagement budgets.
- Uses Autism Delaware's philosophy and strategic plan in all areas of responsibility.
- Attends assigned fund development and engagement committees providing guidance, providing support and providing reports and other communication as needed.
- Provide clear, accurate, timely, and thorough reporting.

2. Maintains constructive and productive relationships with internal and external audiences.

- Provides professional expertise, leadership and direction to all Autism Delaware staff, committees and key constituents.
- Represents Autism Delaware professionally and effectively.
- Actively participates in meetings, demonstrating self-awareness, responsibility, initiative and professionalism.
- Creates and maintains relationships with internal and external stakeholders to support Autism Delaware's mission and fund development and engagement goals.

3. Builds organizational capacity to provide needed programs and services

- Report any significant budget variance to the Fund Development Director and make recommendations for appropriate actions to achieve resolution.
- Remains flexible and accommodating during unplanned or crisis situations.
- Serves as a member of the Autism Delaware team helping establish priorities, assists with new project and initiatives, and supports introducing change to the organization.
- Attends relevant organizational meetings (committees, networking, community events, etc.) as appropriate with staff, volunteers and key constituents to assure effective and efficient workflow.

4. Researches and stays current on best practices in areas of responsibility

- Demonstrates a commitment to ongoing professional development through study and practice of new skills and knowledge in the field.
- Identifies appropriate training opportunities and seeks attendance at conferences and other events to support knowledge of the newest information in the field.

NON - ESSENTIAL FUNCTIONS:

1. Actively participates in agency functions.

2. Safely manages all aspects of job responsibilities.

- Maintains a safe & hazard free work area. Raises concerns when appropriate.
- Effectively monitors facilities & equipment for cleanliness and hazards. Raises concerns when appropriate.
- Ensures health and safety through compliance with agency policies. OSHA and other safety standards.

3. Performs all duties in accordance with federal, state and local laws.

4. Performs all work in accordance with Autism Delaware's philosophy.