

## **VOLUNTEER & DONOR ENGAGEMENT MANAGER JOB DESCRIPTION**

Strong Women, Strong Girls Pittsburgh is seeking a strong team player and project manager to expand and strengthen our community of professional women volunteers and corporate relationships. Reporting to the Executive Director, the Volunteer & Donor Engagement Manager will collaborate with program staff and work closely with a dedicated team of SWSG Board Committee Chairs.

The manager will also coordinate the Strong Leaders program, SWSG's mentorship program that connects professional women to college women, and will collaborate with program staff to create leadership development opportunities for our college women through the Strong Leaders program.

### **Qualifications:**

We are seeking an engaging, highly organized professional with fundraising, event planning, and volunteer management experience. A Bachelor's degree and a minimum of 3 years related professional experience are required, along with strong written and verbal communications skills, experience with database administration, and the ability to deliver clear and engaging group presentations. Candidates should have proficiency in Microsoft Word, PowerPoint, Excel; and proficiency in donor management software is also required. Ideal candidates will be self-motivated, detail-oriented, and committed to the mission and vision of Strong Women, Strong Girls.

### **Preferred skills:**

- Experience with constituent records management systems, databases and database administration.
- Donor relations experience.
- Knowledge of mentorship and/or educational programming.
- Event planning and management.

### **JOB REQUIREMENTS & RESPONSIBILITIES**

The manager will be responsible for cultivating corporate donor and volunteer relationships and managing volunteer events in multiple locations. In addition to continuing and strengthening existing partnerships, s/he will actively seek to identify, cultivate and steward new supporters, and work creatively with program staff to produce memorable and profitable volunteer experiences.

- Expand the Corporate Sponsorship program
- Work in partnership with the Executive Director and Development Committee Chair to identify, cultivate and solicit prospective corporate partners
- Manage existing and prospective corporate relationships
- Plan and handle corporate volunteer events
- Establish a cohesive individual volunteer program
- Coordinate with program staff to define, create and implement volunteer events and activities
- Craft strategies for leveraging volunteer engagement and growing individual giving
- Support the Executive Director in the management of donor cultivation events

- Develop systems for recruiting, screening and tracking individual volunteers, working with program staff and Committee Chairs where needed
- Identify, recommend and implement volunteer tracking software
- Work with the Communications Committee to develop messaging and materials for prospective Corporate sponsors and volunteers
- Establish measurable targets and goals, and develop a system to measure, track and analyze the time and dollar value of volunteer hours
- Monitor and develop strategies to improve volunteer retention and donor conversion
- Other duties as assigned.

Strong Women, Strong Girls provides **equal employment opportunities** (EEO) to all employees and applicants for **employment** without regard to race, color, religion, sex, national origin, age, disability or genetics.

TO APPLY: Send a resume and cover letter to [pghoperations@swsg.org](mailto:pghoperations@swsg.org).