



VOLUNTEER & DONOR ENGAGEMENT MANAGER **Strong Women, Strong Girls Pittsburgh**

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 must be an engaging and highly organized professional who 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.

Status: Exempt, full-time employment

Reports to: Executive Director

Salary: \$40,000-\$45,000, commensurate with experience; potential for bonuses based on fundraising performance

Knowledge, Skills, and Abilities

Required:

- Fundraising (corporate and individual donor prospecting and pitching) and volunteer management experience.
- Bachelor's degree and a minimum of 3 years related professional experience.
- Excellent written communication skills, especially professional email writing.
- Experience with database administration and proficiency in donor management software.
- Strong verbal communication skills and the ability to deliver clear and engaging group presentations.
- Proficiency in Microsoft Word, PowerPoint, Excel; proficiency in Google Suite apps including Docs, Sheets, and Drive.
- Ability to work in a team-based setting with active collaboration among staff members.
- Ideal candidates will be self-motivated, detail-oriented, and committed to the mission and vision of Strong Women, Strong Girls.

Preferred:

- Donor relations experience.
- Knowledge of mentorship and/or educational programming.
- Event planning and management.

Key Functions of the Volunteer and Donor Engagement Manager Role:

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.

In addition, s/he will:

- 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 execute corporate volunteer events.
- Establish a cohesive individual volunteer program that incorporates plans for volunteer-to-donor conversion.
- Coordinate with program staff to define, create and implement volunteer events and activities.
- Develop thoughtful mentorship-centered programming and training to facilitate relationship-building between professional and college women.
- Craft strategies for leveraging volunteer engagement and growing individual giving, including execution of seasonal fundraising campaigns.
- 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.
- Work with the Communications Manager and 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.

About the Role

SWSG is a multi-generational mentoring organization dedicated to building relationships between professional women, college women, and elementary school girls. 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.

Applications

Candidates are encouraged to apply as soon as possible. Applications will be reviewed as received. Applications consist of a cover letter describing the candidate's interest, qualifications, and salary requirements, along with a resume (in Word or PDF format).

Please send all materials to pghoperations@swsg.org with the subject line "Volunteer and Donor Manager Application."