**JOB DESCRIPTION**

**Job Title:** Volunteer Manager

**Department:** Administration

**Reports to:** HR Manager

**Supervises:** Reception Volunteers (equivalent to one FTE)

**Classification:** Exempt, 1.0 FTE

**Salary range:** $45,000 - $49,000

**About Audubon Society of Portland**

Audubon Society of Portland has been a leading voice in conservation for over a century. Through conservation advocacy, environmental education, and wildlife rehabilitation, we promote the understanding, enjoyment, and protection of native birds, other wildlife and their habitats.  We are located in a 150-acre wildlife sanctuary in Forest Park, just minutes from downtown Portland. With over 15,000 members and 500 regular volunteers, we are the largest independent chapter of the National Audubon Society in the United States.  Additional background regarding our extensive education, advocacy, wildlife rehabilitation, and habitat programs can be found at [www.audubonportland.org](http://www.audubonportland.org).

**Job Purpose:** The Volunteer Manager is responsible for managing and supporting volunteer involvement throughout the organization. In collaboration with program managers and directors, the position creates, coordinates, and supports a comprehensive volunteer plan that includes the recruitment, training, processing, retention, and recognition of more than 500 regular volunteers. Direct supervision of volunteers is limited to oversight of our reception desk; other volunteer roles are overseen by other managers. The Volunteer Manager works closely with all staff and board to advance a positive, inclusive, and supportive community that advances our conservation mission.

**Essential Duties and Responsibilities:**

**Management and Coordination**

* Oversees and coordinates the volunteer program, including managing volunteer information through a system of databases, scheduling volunteers, soliciting feedback from volunteers and staff, training staff on volunteer management, and preparing and managing the volunteer program budget
* Establishes protocols and procedures for the volunteer program
* Develops and maintains systems that efficiently communicate and engage over 500 regular volunteers and prospective volunteers
* Produces reports on volunteer operations, including statistical information used for grants and outreach
* Organizes and attends volunteer-focused special events such as the Halloween “Night Flight” event, International Vulture Awareness Day, the Annual Volunteer Appreciation Event, etc.
* Oversees daily operations of the visitor reception, mail, and photocopy area, including direct supervision of ~10 volunteer receptionists and purchasing of office supplies
* Manages the day-of operations and hosts Audubon’s Nature Night Speakers’ Series, a monthly series that runs September-May
* Serves as staff liaison for the Volunteer Council, a standing committee of the Board of Directors

**Recruitment, Placement & Retention**

* Handles all aspects of volunteer placement including applications, recruitment, orientation and training, screening, and facilitating placement with other staff members
* Provides support, training, and guidance to staff with regard to managing volunteers. Works with staff to help resolve conflicts or challenges between volunteers and staff, visitors, or other volunteers
* Develops structures and functions that promote clear, collaborative communication between program areas and volunteers
* Responsible for creating a culture within the volunteer program that is welcoming and inclusive of diverse cultures and backgrounds, and increasingly representative of the greater community
* Identifies new program opportunities for volunteer engagement and community involvement

**Communications**

* Oversees content for digital monthly volunteer newsletter
* Writes articles on volunteers for bimonthly newsletter, The Warbler

**Development**

* Identify and support procurement of new funding sources for volunteer program
* Responsible for encouraging a culture of philanthropy within the volunteer program, ensuring that staff recognize the importance of volunteers as potential donors
* Works with program supervisors to create and support corporate partnerships and team building events
* Builds relationships and partnerships with community leaders and organizations to advance Portland Audubon’s volunteer program capacity and outreach
* Other duties as assigned

**Preferred Qualifications:**

* At least two years of program management experience including budget oversight
* At least two years experience working with volunteers
* Proven record working toward racial equity, diversity, and an inclusive culture within an organization
* Recognition of the history of inequity and racism in the environmental movement
* Strong time, project, and organizational skills and attention to detail
* Proficiency in another language in addition to English
* Ability to work in a team-based environment with internal and external partners
* Demonstrated ability to write clearly and creatively for various audiences
* Experience using databases for volunteers and fundraising, such as Volgistics and Raiser’s Edge
* Public speaking experience

**Working Conditions:**

* Some travel required (for off-site events, community outreach, etc.)
* Weekend and evening work occasionally required. Regular work hours are 9-5 PM.

**Application**

Audubon Society of Portland does not discriminate on the basis of race, creed, sex, sexual orientation, age, religion, marital status, national origin, political affiliation or mental or physical handicap. Candidates of color are strongly encouraged to apply. Audubon Society of Portland is committed to building a diverse and inclusive environment, reflecting the diversity of our community in its board, staff, volunteers, and members; ensuring its internal culture, business practices, and programs are welcoming and advance its diversity goals; and empowering people to make positive changes in their community and environment. The Audubon Society of Portland Donor Stewardship and Grants Coordinator serves diverse audiences and is expected to help advance Portland Audubon’s diversity strategies. More background on our diversity efforts can be found at <http://audubonportland.org/about>.

**Benefits Include**:

● Medical insurance: 100% payment of premiums for medical and dental insurance, for employee only

● Competitive leave benefits including vacation, sick, and family leave

● Ability to attend free or subsidized courses at Portland Audubon

● Substantial discount at our Nature Store, including optics

● Opportunity to work in one of the most beautiful forests in Oregon

**To Apply:**

Please email your **cover letter**, **resume**, and **completed employment application**\* to [jobs@audubonportland.org](mailto:jobs@audubonportland.org) with subject: “Volunteer Manager.”

\*employment application available at [www.audubonportland.org/about/jobs](http://www.audubonportland.org/about/jobs)

**CLOSING DATE: Friday September 21st, 2018**

**Submissions via email are preferred.** Alternatively, you may submit via US Postal Service to:

Keia Booker, Human Relations Manager

Attn: Volunteer Manager

Audubon Society of Portland

5151 NW Cornell Road

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