Job Description

Position Title: Manager, Volunteers and In-Kind
Employment Classification: Full-time Salary; Exempt
Reports to: Senior Development Director
Department: Development

Program Summary: Orangewood Foundation’s Volunteer Program provides opportunities specific to individual volunteers as well as for corporate and civic groups, supporting both Orangewood and Samueli Academy. Volunteer activities include Gifts-in-Kind drives for needed items. The goal for Volunteers is to begin engagement that will lead to greater involvement and financial support of Orangewood and Samueli Academy.

Position Summary: The Volunteer Manager creates and coordinates volunteer opportunities and activities including the procurement of Gifts-in-Kind goods and services. The position is responsible for the recruitment, training, tracking, recognition and support of volunteers. This position is also responsible for supporting Development fundraising events, youth events and Samueli Academy volunteer needs.

Major Areas of Responsibility:
- Create and coordinate opportunities and projects engaging volunteers.
- Meets regularly with Orangewood Foundation’s Programs and Samueli Academy to determine volunteer and in-kind needs.
- Recruit, register, place and supervise volunteers for Orangewood Foundation’s office support, events and activities including youth events.
- Solicits and coordinates the collection and distribution of in-kind donations for Orangewood Foundation, including facility needs, youth programs, events, workshops and activities.
- Provide volunteer and in-kind support for campus needs and student activities at Samueli Academy.
- Create and update Volunteer Program forms, flyers and marketing materials.
- Support Corporate Volunteer activities with the Manager of Corporate Relations.
- Coordinate and facilitate volunteer orientations and presentations.
- Coordinate volunteers for Foundation representation at outreach events and fairs.
- Implement volunteer retention and recognition practices.
- Support program evaluation and planning efforts through data collection and record keeping, including in-kind donations, maintaining the Volunteer Database and the collection of volunteer-related paperwork.
- Support Development Department with fundraising events and activities, as well as other duties as assigned.
Knowledge, Skill and Experience Requirements:

- Bachelors Degree preferred
- Minimum of 2-3 years of experience preferred
- A working knowledge of Orangewood Foundation and Samueli Academy’s mission and programs is required, along with professional understanding of fundraising objectives.
- Enthusiastic, engaging individual able to motivate others. Ability to maintain positive personal relationships with a wide variety of individuals and in a range of demanding situations.
- Excellent organizational skills.
- Ability to coordinate events and manage multiple projects, meeting strict deadlines and guidelines, from start to finish.
- Possess discernment and decision making skills.
- Public speaking skills.
- Ability to work occasional nights and weekends.
- Proficient in Microsoft Office applications.
- Strong written and oral communication settings.
- Comfortable presenting oneself in community settings.
- Must be a minimum of twenty-one years old.
- Possess a valid California driver’s license and proof of automobile insurance. Position requires DMV clearance.
- Pass a background check

Essential Qualities:

- Understanding of and passion for the Foundation’s mission, vision and values.
- Exemplifies organizational values of trust, respect, and compassion.
- Enjoys working directly with youth, volunteers, community partners, etc.
- Must be a detail-oriented team player with the ability to multi-task and self-start.

Working Environment/Physical Requirements: Position may require use of personal vehicle. Physical requirements include standing, sitting, typing, bending and lifting up to approximately 50 lbs (i.e. tables, chairs, food, water, etc.)

Modification to work schedule may be made based on need of the Foundation.

Orangewood Foundation is an Equal Opportunity Employer.