

PREPARE + PROSPER

WORKING TOWARD A BRIGHTER FINANCIAL FUTURE

VOLUNTEER RESOURCES SENIOR MANAGER

SALARY: \$60,000 - \$65,000

Updated: May 2024
Title: Volunteer Resources Senior Manager
Supervised by: Senior Director of Programs + Strategy
Status: Full-time, salaried, exempt

ABOUT PREPARE + PROSPER

Prepare + Prosper (P+P) is a nonprofit that works with people to build financial well-being and address financial inclusion. Harnessing the power of volunteers and partnerships, we provide free tax preparation and financial services, products, and coaching, and work to change systems to create economic opportunity for everyone. We are committed to the principles of diversity, equity, and inclusion in our work and are particularly interested in receiving applications from people of color and those with lived experiences similar to the people who use our programs.

Learn more about P+P at prepareandprosper.org.

POSITION OVERVIEW

Prepare + Prosper (P+P) is seeking a Volunteer Resources Senior Manager. This position reports to the Senior Director of Programs and Strategy and is responsible for innovating, building, and managing our volunteer program engagement, and for leading volunteer recruitment and retention strategies.

HOW TO APPLY

Please submit **resume and cover letter** by **May 24, 2024** to jobs@prepareandprosper.org with the subject line "Volunteer Resources Senior Manager."

Please indicate in your cover letter where you heard of the position opening, if you have experience volunteering for or as a customer of P+P, and why this role is a good fit for your skill set and career goals.

Anticipated start date is early- to mid-June 2023.

ABOUT THE ROLE

The senior manager drives organizational volunteer engagement and training strategy, oversees its implementation, and assesses its outcomes. The position will work with P+P's leaders and across departments to get shared understanding of program goals and develop responsive volunteer-driven strategies to meet those goals. The senior manager will lead a staff of two (plus seasonal administrative support) to implement those strategies and maintain volunteer-related policies and procedures. By building relationships and following sound volunteer-management practices, they will steward strong volunteer engagement to support P+P's programming. They will ensure volunteers are trained and prepared for their roles and will embody the values of P+P in their work.

The position promotes and incorporates diversity, equity, and inclusion (DEI) in planning, decision-making, and program implementation to advance P+P's racial equity and economic justice commitment to address systemic racism and foster trust in supporting customers in building financial well-being.

HOW YOU WILL KNOW IF THIS IS A GOOD FIT

- Our preferred candidate comes with experience in the nonprofit community leading volunteer resources who is seeking a strategic role to align with P+P's goals for program growth and expansion.
- We are looking for someone with an innovative and inclusive approach to partnership and a collaborative approach to serving the community with both in-person and remote-based volunteer activities.
- The volunteer resources senior manager should be experienced and proficient working with multi-cultural and cross-cultural communities. Multi-lingual candidates are encouraged to apply.
- You have experience building training content and courses for a 200+ base of volunteers. Some exposure and expertise in adult learning trends is helpful. Tax preparation expertise is helpful but not required.

QUALIFICATIONS

Overall, P+P seeks candidates who are smart thinkers, can be self-directed yet collaborative, and who operate outside of the box and care about making people's lives better. The right candidate will possess:

- Experience managing a large base of volunteers and volunteer-led programming.
- Track record in designing and executing successful volunteer or employee training programs.
- Ability to build organizational and individual relationships with partners, institutions, staff, and volunteers in order to recruit, develop, and retain our volunteer force.
- Strong interpersonal skills and ability to communicate and connect with a variety of individuals and partners.
- Demonstrated leadership, project management, planning, and problem-solving skills.
- Organized, with the ability to manage multiple projects at once and meet deadlines.

PREFERRED QUALIFICATIONS

- Multilingual/Multicultural desirable.
- ASL proficiency.

BENEFITS THIS POSITION OFFERS

Our benefits package for this position includes:

- Health, dental, vision, life, and short/long term disability insurance
- Generous PTO accrual rate
- Paid holidays
- Retirement plan (SIMPLE IRA)
- Mileage reimbursed for work-related travel

WORK ENVIRONMENT

- This position is hybrid and has the option to work remotely for a portion of the work week when programming allows and with supervisor approval.

OUR COMMITMENT TO EQUAL EMPLOYMENT OPPORTUNITY

P+P continues to work towards a more inclusive workspace, and as such, we are an equal opportunity employer and do not discriminate against any employee or applicant for employment because of race, skin color, ethnicity, religion, gender, sexual orientation, national origin, disability, age, marital status, military status, pregnancy, or parenthood.