Manager, Corporate Relations and Service Events
Job Description
Part-Time - 4 Days a Week

About Volunteer New York!
Volunteer New York! is a one-stop resource devoted to increasing volunteerism in Westchester and our surrounding communities. Our core mission is to inspire, mobilize, and equip individuals and groups to take positive action to address pressing challenges, support nonprofits and strengthen the quality of life in our community. We believe in volunteerism and community.

For 70 years, Volunteer New York! has evolved to meet the changing needs in our community, creating initiatives in collaboration with the business community, expanding services to engage volunteers of all ages, and expanding its online outreach to make it even easier for people to get connected. Through organized volunteer projects, as well as by connecting individuals to nonprofit organizations, Volunteer New York! helps people take action to strengthen the quality of life in their community.

During the past year alone, Volunteer New York! inspired over 26,000 volunteers in Westchester, Putnam and Rockland counties who contributed over 278,000 hours of service valued in excess of $8.7 million. Volunteer New York! prides itself on a culture of excellence and was recently recognized, for a 8th year in a row, as a Top Rated Nonprofit.

Position Description
One of the ways Volunteer New York! seeks to promote volunteerism in our community is by supporting local companies who are looking to develop or enhance their employee volunteer program. Reporting to the Director of Corporate Relations and Service Events, part of a three person team, the Corporate Relations and Service Events Manager will be responsible for developing and executing customized corporate service events, supporting the implementation of large scale community volunteer service initiatives, maintaining relationships with existing corporate clients and cultivating relationships with new companies. The successful candidate will have a commitment to volunteerism, the ability to build partnerships with and bridges between the for profit and nonprofit communities, experience conceiving and implementing creative impactful volunteer experiences, developing activity guides and curriculums, a “can do” attitude, and exceptional organizational skills.

Responsibilities include, but are not limited to:

- Planning, implementing and evaluating well organized and creative customized volunteer service projects for teams of corporate groups
  - Starting out specifically focusing on a major, one-day corporate engagement event
  - Scoping and vetting nonprofit agencies, their volunteer needs and ability to absorb volunteers for this specialized day of service
- Ordering and preparing materials needed to execute customized corporate volunteer service projects (includes supplies, lunch, transportation as well as written materials such as curriculum and day of event schedules)
- Staffing corporate volunteer projects
- Developing and leading corporate project leader training
- Completing data entry, metrics and analysis in a timely manner
- Cultivating and maintaining collaborative partnerships with nonprofit agencies (senior centers, afterschool programs, nature centers, other local social service agencies)
- Conducting site visits to new nonprofit agency partners, providing best practices and directions for project development
- Preparing materials for corporate presentations and proposals
- Support the implementation of Volunteer New York! community wide volunteer service days (i.e. MLK and 9/11)
- Maintaining updated and complete written documentation of important processes and procedures
- Overseeing quarterly corporate cultivation events and communications with potential new corporate partners
- Assisting, as necessary, with organization-wide initiatives such as annual Volunteer Spirit Awards celebration

**Qualifications**
- Bachelor’s Degree
- Exceptional attention to detail
- Excellent interpersonal, written and verbal communication skills
- Strong administrative and organizational skills; ability to prioritize and manage many projects simultaneously
- Ability to work effectively both independently and as a member of a team
- Broad based computer skills, Salesforce experience a plus, strong understanding of database work, and Excel for data entry, creating and generating reports
- Experience in nonprofit organizations and event planning. Experience in the corporate sector is a plus.
- Ability to maintain own timelines and meet own deadlines
- Flexible schedule, including the ability to work evenings and occasional weekends, as needed
- Good sense of humor

**Schedule:** Part-time position: 28 flexible hours per week; some weekends and evenings required. In the lead up to an annual October event, hours per week will increase.

**Salary:** Compensation paid on an hourly basis in the range of $23-$25/hr.

**To Apply**
Please submit a cover letter and resume to Jennifer Machuca at jennifer@volunteernewyork.org.

AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.

Volunteer New York! is an Equal Opportunity Employer committed to diversity and inclusion.