

**Job Description for Business Volunteers Maryland  
Leadership Programs Coordinator  
Reports to: Program Manager**

Business Volunteers is seeking a full-time Leadership Programs Coordinator to develop enduring relationships, resources, and events for talented professionals who wish to be more civically engaged in their community. A proven leader, the LPC will support two of our civic leadership programs and assist with special projects on the program team.

The ideal candidate understands that social change can happen when individuals are intentionally empowered through opportunity, knowledge, and connection. We need a proactive communicator to work closely with a wide-range of private sector professionals. They are a strategic administrator who is driven by results and quality when managing multiple projects and responsibilities at once. The candidate embraces a role that requires strengthening professional networks, being highly organized, planning events, and crafting well-written correspondence. From the GIVE Fellowship to board matching, this position is an excellent opportunity to be a convenor of emerging leaders and be at the center of corporate volunteerism.

**About Business Volunteers Maryland**

We believe in the power of volunteering to transform our community. Business Volunteers Maryland plays a unique and important role in strengthening the region through strategic connections between people, businesses and nonprofits. Now in our 16<sup>th</sup> year, our team has built a reputation as the one-stop resource that brings talented business professionals to nonprofit organizations seeking volunteers, civic engagement, and board leadership.

**Key Responsibilities for this position:**

Board Matching Services Program Management (50%)

- Provide administrative support and coordination for the Board Leadership Program (BLP) including timely correspondence with nonprofit Board placement participants, tracking candidate applications, scheduling interviews, preparing information for interviews, communicating with candidates and nonprofits at various stages of the matching process, handling follow-up, and maintaining accurate records.
- Manage the evolution of program as it grows and changes to incorporate new ways to connect and match more candidates to more nonprofits, including new and innovative trainings and a junior board matching program.
- Manage all data related to the programs including data entry, data updates, data maintenance, internal and external reporting, and paper and electronic file management.
- Serve as the manager and point person for all trainings and events related to BLP & BoardConnect including registration, preparation, facilitation and follow-up.

GIVE Fellowship Support (40%)

- Provide oversight and leadership to the GIVE Alumni Committee
- Lead alumni engagement initiatives; work with committee to plan and implement calendar of events, with goal of increasing alumni activity

- Lead communication with network of 300+ alumni through management of facebook page, newsletter, linked in group, and more. Produce engaging content.
- Manage new fellow recruitment, application, and interview process
- Manage application and selection of nonprofits hosting a GIVE team of probono consultants
- Attend events and manage logistics for GIVE fellow and alumni meetings and events
- Maintain all programs information in Salesforce and/or other tracking system. Provide regular reports and updates on program progress.

#### Special Projects (10%)

- Develop content, research requests, and produce deliverables for consulting work as needed.
- Utilize digital design software to support production of polished, finished partner ready products.

#### **Qualifications:**

##### Minimum qualifications

- Bachelor's degree required.
- Ability to manage multiple projects and meet deadlines
- Demonstrates strong planning and organization skills- detail orientation a must
- Excellent relationship building and interpersonal communication skills
- Flexible, positive, can-do attitude
- Excellent customer service and high expectations for quality.
- Comfort public speaking and delivering messaging/training to groups
- Ability to work occasional evening, early morning or weekend hours as needed for events.
- Able to drive a personal vehicle

##### Preferred Qualifications

- Marketing or communications experience
- Experience and knowledge of Baltimore regional nonprofits
- Experience public speaking and/or leading trainings/committees/boards
- Salesforce experience

**Salary Range:** \$38,000 - \$45,000

#### **To apply**

Apply by May 3, 2019. Applications must include a cover letter describing your interest, qualifications and why you are the perfect candidate. Your resume and cover letter should be sent to: [jobs@businessvolunteersmd.org](mailto:jobs@businessvolunteersmd.org). Please type your name (Last, First) and "Leadership Programs Coordinator" in the subject line of your e-mail. No phone calls please.

*\*Business Volunteers Maryland is an Equal Employment Opportunity employer, and we do not discriminate in our hiring or employment practices. All qualified applicants will receive consideration without regard to race, color, creed, religion, national origin, age, disability, gender, sexual orientation or any other characteristic protected by State or Federal law.*