



## **Job Description – Associate Director, Civic Impact**

### **About Business Volunteers Maryland**

Business Volunteers is a nonprofit organization that helps mobilize businesses and professionals to build a stronger community through civic leadership, engagement, and volunteerism. Business Volunteers achieves its mission and goals by helping community-minded companies develop and implement strategic community engagement programs and by matching nonprofit organizations and schools with volunteers and board members who donate their time, talent and resources to help organizations increase their impact.

The Associate Director of Programs is a dynamic role central to our mission. Reporting to the President & CEO, this position is perfect for someone who thrives at the center of a vast network, loves building connections and meaningful experiences, and enjoys juggling multiple exciting responsibilities. You'll develop and lead innovative programming, manage special projects, engage with corporate and nonprofit leaders, and work directly with alumni of our flagship GIVE Fellowship to sustain a vibrant network of civic-minded professionals.

This is an opportunity to join a team that brings creativity, passion, and joy to the important work of social impact. The ideal candidate is a person who excels at relationship-building, facilitation, and program development and leadership, and who is eager to help advance Business Volunteers' role as a leader in corporate social responsibility.

This position is a full-time, salaried, hybrid role with approximately 3 virtual and 2 in-office days per week. In office days are Tuesdays and Wednesdays and others at the discretion of the CEO.

### **Key responsibilities of this leadership position include:**

#### **Special Programs and Partnerships – 45%**

- Serve as primary point of contact and lead for key partnerships, relationships, and special programming and projects that engage the corporate sector and professionals with community-based organizations.
- Develop and design innovative and strategic programming to meet the needs of stakeholders while maintaining an engaging and thoughtful curriculum with maximum impact on the nonprofits and communities served.
- Facilitate dynamic workshops, deliver engaging presentations, and represent Business Volunteers in a network of highly visible and valuable partnerships and stakeholders.
- Coordinate with and manage many varied partners and audiences to collaboratively design and implement programming to meet the needs of clients.

#### **GIVE Fellowship and Alumni Network – 25%**

##### **GIVE Fellowship**

- Oversee the strategic growth and health of the GIVE Fellowship.
- Supervise and support the GIVE Fellowship Program Manager in their daily work leading the Fellowship, providing guidance, mentorship, and support in their work around curriculum development, speaker selection, recruitment and marketing efforts, ensuring organization financial and impact goals are met.

## GIVE Alumni Network

- Oversee and lead efforts and events to engage 600+ GIVE Alumni with each other and as partners, donors, and champions of Business Volunteers.
- Lead the GIVE Alumni Committee as the primary staff representative, supporting officers, managing meetings, directing committee efforts, cultivating relationships, and leveraging their skillsets to amplify the impact of Business Volunteers' programs and services.
- Work with Deputy Director in lead role in the execution of a successful 2025 15-year GIVE Alumni Reunion and overarching Alumni engagement fundraising efforts

## **Oversight of Programs and Services: 15%**

- Provide primary leadership to suite of BVM programs and services, ensuring best-in-class services across the organization.
- Regularly review survey data, systems, processes to ensure effective and efficient use of time and resources
- Maintain excellence in program related data collection across organization
- Assess programming, develop reports to demonstrate results, and ensure the bar is always being raised to ensure maximum impact.

## **Trainer and Facilitator– 10%**

- Deliver high quality compelling and engaging workshops for corporate and nonprofit audiences.
- Facilitate meetings, confidently guiding attendees through a purpose-driven agenda and inspiring action.
- Represent the organization publicly through event facilitation, speaking engagements, and other related opportunities

## **Other Duties – 5%**

- Support other programs and initiatives, special events, and other duties as needed to ensure organizational goals are met.

## **Qualifications of the Ideal Candidate:**

- Proven track record of successfully leading, managing and growing high impact programs and projects
- An exceptional communicator who can inspire, motivate, and galvanize audiences
- Strong interpersonal skills and experience building strategic relationships and partnerships
- Experience leading a board or committee of volunteer advisors
- Alumni of the GIVE Fellowship
- Expertise in developing curriculum and learning experiences for adult audiences
- Experience with corporate social responsibility and/or nonprofit operations, governance, and programming
- Strong proficiency in technology and online programs
- Personnel management skills that include an ability to work collaboratively, listen, provide feedback, build morale, delegate, "roll up one's sleeves" and make decisions are essential
- Bachelor's Degree required
- A minimum of 5 years of leadership experience
- A passion for community engagement, business social impact, and the belief in the organization's mission is essential

*If you're excited about this role but your past experience doesn't align perfectly with every qualification in the job description, we encourage you to still consider submitting an application.*

## **Salary and Benefits:**

This position is a full-time salaried hybrid position with benefits. Salary is \$65K-\$80K a year, commensurate with experience. Business Volunteers offers a generous benefit package including:

- Health, dental, & vision (75% employer covered)
- Short- and long-term disability & life insurance
- Access to Flexible Spending Account
- Access to an employer-sponsored IRA plan, up to 3% IRA match after 1 year of employment
- 27 Paid vacation days per year including:
  - 10 flexible vacation days, five additional days after 1 year of employment
  - 3 personal days
  - 10 paid holidays
  - 4 additional paid days between Christmas and New Years

## **To apply**

Applications must include a cover letter describing your interest, qualifications, and what you would uniquely bring to this role. Your resume and cover letter should be sent to: [info@businessvolunteersmd.org](mailto:info@businessvolunteersmd.org). Please type your name (Last, First) and "Associate Director" 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.*