

## Coordinator, Business Engagement

At Business Volunteers Maryland, we believe strong communities are built when people show up for each other and when organizations have the support they need to do their best work. This role sits at the center of that mission.

Business Volunteers Maryland strengthens nonprofits and communities by connecting companies, professionals, skills, and resources where they're needed most. Our work sits at the intersection of business and community impact—helping organizations operate more effectively while creating meaningful opportunities for people to give back. If you thrive in a fast-paced, energizing, people-centered role, and want your work to actually matter, keep reading.

### Position Overview

As **Coordinator, Business Engagement**, you'll help bring to life corporate partnerships, volunteer experiences, and community engagement initiatives that connect business professionals and nonprofits in meaningful ways. You'll play a key role in ensuring high-quality service experiences that strengthen nonprofit capacity and deepen corporate engagement across Baltimore.

In the spirit of Business Volunteers' effort of *doing good. better.*, this is a role for someone who loves making things happen, is motivated by impact, and excited to play a behind-the-scenes and front-and-center role in work that strengthens our city.

### Skills We're Looking For

- **Ownership, Organization & Follow-Through**  
You're highly self-managed and organized. You can juggle multiple priorities, manage timelines, keep track of details, and follow through across multiple partner engagements and events, independently.
- **Clear, Professional Communication**  
You're a strong communicator, both written and verbal. You communicate clear, polished and professional with corporate partners, nonprofit organizations, and volunteers.
- **Event Facilitation & Presence**  
You are confident representing the organization in front of groups, providing direction, leading activities, and ensuring a high-quality volunteer experience.
- **Attention to Detail & Quality**  
You take pride in getting things right. You ensure logistics, materials, and communications are accurate, polished, and thoughtfully executed.
- **Relationship-Building & Stakeholder Support**  
You are relationship-driven, responsive, and professional. You build trust quickly and create positive, engaging experiences for corporate and nonprofit partners.
- **Adaptability & Pace**  
You're comfortable working in a fast-paced environment. while staying calm, flexible, and solutions-oriented.
- **Comfort with Technology & Learning Quickly**  
You're comfortable using tools like Salesforce, Airtable, and event platforms to manage information, track engagement, and support program delivery.
- **Mission Alignment**  
You care about service, community impact, and the role strong partnerships play in strengthening Baltimore.

## **About the Role**

- **Corporate Partner Engagement & Service Delivery**  
Support corporate partnerships by managing communication, timelines, and engagement logistics. Ensure a smooth experience from planning through follow-up, including tracking participation and preparing materials.
- **Volunteer Event Coordination & Facilitation**  
Coordinate and support volunteer events, managing logistics and materials. Serve as an on-site representative, guiding volunteers and ensuring a positive experience.
- **BoardCONSULT Program Coordination**  
Manage communication and tracking for BoardCONSULT. Maintain records, monitor candidate pipelines, and support a smooth experience for participants and partners.
- **Service Kit Program Management**  
Oversee service kit ordering and distribution. Manage logistics, communicate with partners, and ensure timely, high-quality delivery.
- **Data Management & Systems Tracking**  
Maintain accurate data in systems like Salesforce and Airtable. Track engagement and outcomes to support reporting and decision-making.
- **Team & Organizational Support**  
Support team initiatives, events, and partnerships. Contribute to process improvements and help deliver high-quality programs.

## **Additional Qualifications:**

- Bachelor's degree or 2–3 years of relevant experience
- Valid driver's license and reliable transportation
- Ability to travel locally within the Baltimore region for meetings and events
- Ability to support event setup and logistics, including lifting materials (up to approximately 20 lbs) and standing for extended periods during events
- Ability to work occasional evenings and/or weekends as needed, preferred

*We recognize that relevant experience can take many forms. If you bring strong core skills and a willingness to grow, we will support you in building the context and technical knowledge needed to succeed in this role.*

## **About our Team & Organization**

Our small 9-person team is collaborative, driven, and genuinely enjoys working together. We wear multiple hats and thrive in a dynamic work culture. We hold high standards of excellence while celebrating wins, supporting each other, and bringing energy to our work. It's meaningful and powerful. It's also a lot of fun.

Business Volunteers partners with more than 50 companies, thousands of professionals, and hundreds of nonprofits a year in helping them to do good. better.

## **Salary and Benefits:**

This position is a full-time, salaried, hybrid position (2-3 days in office weekly) with benefits. Salary range is \$42,000-\$50,000K a year, commensurate with experience. Business Volunteers offers a generous benefit package including:

- Annual discretionary bonus
- Health, dental, & vision (75% employer covered)
- 27 Paid Time Off (plus 5 additional days after first year)
- Employer-sponsored IRA plan, up to 3% IRA match after first year
- Short- and long-term disability & life insurance
- Flexible Spending Account

**To apply:**

Applications should include the following:

1. Resume
2. Letter of interest that answers the following questions:
  - a. Why do you want to work at Business Volunteers?
  - b. What is something unique you could bring to our team?

Send application to: [info@businessvolunteersmd.org](mailto:info@businessvolunteersmd.org).

Please type your name (Last, First) and "Coordinator, Special Programs" in the subject line of your e-mail.

*\*Business Volunteers Maryland is an Equal Employment Opportunity employer*