

## Coordinator, Special Programs

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, Special Programs, you'll help bring to life leadership experiences and partnerships that connect business professionals and youth with meaningful opportunities to support Baltimore. You will play a central role in ensuring our special programs- the **GIVE Fellowship, The Baltimore Ravens Leadership Institute, and the School Partnership Accelerator**- run smoothly from start to finish.

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, keep track of details, and follow through independently.
- **Clear, Professional Communication**  
You're a strong communicator, both written and verbal. Your emails are clear, polished, and easy to act on, and you're confident interacting face to face with a wide range of stakeholders.
- **Attention to Detail & Quality**  
You take pride in getting things right. You catch errors, keep information accurate, and ensure work is thoughtful and complete.
- **Relationship-Building & Stakeholder Support**  
You like people. You are relationship driven, responsive, professional, and easy to work with. You build trust quickly and help participants, partners, and people feel supported and valued.
- **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 picking up new tools and systems, and you use them to stay organized and manage information effectively.
- **Mission Alignment**  
You care about service, community impact, and the role strong partnerships play in strengthening Baltimore.

### About the Role

- **Program & Event Coordination**  
You lead end-to-end program execution, managing logistics, scheduling, materials, vendors, and on-site operations across multiple programs.
- **Communication & Participant Support**  
You serve as a key point of contact, managing outreach, updates, and follow-ups to drive engagement and attendance, while supporting social media coverage.

- **Stakeholder Management**

You build and manage relationships with partners and stakeholders to support strong program outcomes.

- **Data Management & Tracking**

You maintain accurate records and track program metrics using tools like Salesforce and Airtable to support reporting and decision-making.

- **Team & Organization Support**

You collaborate across a small team, support organization-wide initiatives, and help improve internal processes and program delivery.

**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*