Help Strengthen Our Community! Manager of Community Engagement | Baltimore, MD (Hybrid) | $50,000–$60,000 + Great Benefits

At Business Volunteers, we believe in the power of volunteering to transform our community. Our work strengthens the region through strategic connections between people, businesses, and nonprofits - bringing business resources and talented professionals to organizations and schools seeking civic engagement from the private sector. If being at the center of a huge network of businesses, professionals, and nonprofits is energizing to you- keep reading.

Position Overview

Reporting to the Director of Business Engagement, the Manager of Community Engagement leads communityCONNECT service projects, serves as the primary liaison for nonprofit partners, and advances Business Volunteers' mission by building strong experiences and relationships with nonprofits, corporate volunteers, and community stakeholders. This role plays a key part in strengthening the Baltimore community by connecting local nonprofits with meaningful corporate volunteer support and creating service experiences that drive lasting impact.

In the spirit of Business Volunteers' effort of ***doing good. better.***, this is a role for a flexible, positive, proactive professional who can move between behind-the-scenes coordination and front-and-center stakeholder support while maintaining a high standard of quality.

Skills We're Looking For

- **Nonprofit Sector Understanding & Mission Alignment**
  You are committed to advancing the impact of the nonprofit sector and understand the realities facing nonprofit organizations including the needs, missions, challenges, and resource constraints of nonprofit organizations. Prior experience in the nonprofit sector required.
- **Event & Volunteer Coordination**
  You are comfortable coordinating hands-on direct service experiences and events in and with a wide range of community-based organizations; experience managing volunteers or coordinating events is strongly preferred.

Ownership, Organization & Follow-Through
You can self-manage multiple projects and deadlines simultaneously, keep track of details, and bring strong planning and organizational skills to fast-moving work.

- **Clear, Engaging Communication**
  You communicate effectively with diverse community and corporate stakeholders. You write excellent highly professional communications relaying a wide range of details, and are confident speaking, facilitating trainings, and giving directions to groups large and small from corporate audiences.
- **Relationship-Building & Customer Service**
  You provide excellent customer service, build productive relationships with ease and authenticity, and bring a flexible, positive, can-do attitude to your work. You can build trusted relationships with nonprofit leaders and work collaboratively across organizations of varying sizes, missions, and levels of capacity.
- **Comfort with Technology**
  You are confident using Microsoft Office Suite, Salesforce, and Airtable among others, and can use technology to organize information, manage engagement, and maintain accurate records.

About the Role

- **communityCONNECT Event Leadership (40%)**
  Serve as staff lead for direct service events from start to finish: understand business and nonprofit partner goals, identify nonprofit hosts, coordinate project details, serve as the on-site point of contact, provide directions and team leader trainings, and help ensure volunteers are engaged.
- **Nonprofit Partner Support (30%)**
  Serve as the primary point of contact for nonprofits seeking information and support; conduct site visits; expand the nonprofit network through new relationships and introductions; maintain the Nonprofit Portal; create nonprofit-facing newsletters, emails, blogs, and other communications; and lead trainings and information sessions.

- **Special Events & Strategic Initiatives (20%)**
  Support Business Volunteers staff at miscellaneous events, contribute to special strategic relationships with community partners, and take on other special projects as assigned.
- **Impact & Follow-Up (10%)**
  Capture photos and stories, quantify project impact, manage participant surveys, create Impact Reports, and maintain accurate event records in Salesforce.

Additional Qualifications

- Bachelor's degree preferred; equivalent professional experience will also be considered.
- Valid driver's license and reliable vehicle required for local travel to partner sites, meetings and community 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 a hybrid schedule based in Baltimore, MD including in-office attendance 2-3 days per week as well as recurring early morning and/or evening community events.
- Passion for strengthening Baltimore/s nonprofit community and advancing meaningful civic engagement.

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.** Founded in 2003, our team has built a reputation as a one-stop resource for bringing business resources and talented professionals to nonprofit organizations and schools seeking civic engagement from the private sector.

Salary and Benefits

This position is a full-time, salaried hybrid position (typically 2 days in office, 3 days remote plus events as needed) with benefits. Salary is $50,000-$60,000 a year, commensurate with experience. Business Volunteers offers a generous benefit package including:

- Annual discretionary bonus
- Health, dental, & vision (75% employer covered for employee)
- 27 days 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 must include:

1. Resume
2. Cover letter or other writing sample describing your interest, qualifications, and why you are the perfect candidate

Send application to: info@businessvolunteersmd.org.

Please type your name (Last, First) and "Manager of Community Engagement" 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.