



## **RSVP-NV Program Manager** (Retired Senior Volunteer Program)

*Bring your talents to an organization where you can make an extraordinary community impact*

### **Introduction**

Volunteer Fairfax (VF) is the regional volunteer center serving Fairfax County and the National Capital Region. We serve a population of nearly 1.5 million people and we partner with leading regional public agencies, non-profits and corporations. Established as a private nonprofit in 1974, we have been the heart of volunteerism in the region for 45 years.

Volunteer Fairfax mobilizes people and resources to meet regional community needs. Our mission is to amplify community impact through targeted matching of volunteer resources to community needs in Fairfax County and beyond. We are dedicated to promoting volunteerism to all ages, and carrying the ethic of volunteerism to future generations through our programs and public awareness activities.

### **Purpose:**

RSVP-Northern Virginia (RSVP-NV) is a regional effort to connect the skills and experience of volunteers ages 55 and older with meaningful opportunities that have a positive impact on individuals and our community. The program represents a partnership of local volunteer centers in Fairfax County, Arlington County and City of Alexandria. Since receiving initial funding in 2012, RSVP-NV has established a strong infrastructure, including an active volunteer community and more than 30 agency and nonprofit partners. This position supports maintenance and growth of RSVP programming across the Northern Virginia region, as administered by Senior Corps through the Corporation for National and Community Service (CNCS). The Program Manager is based at the Volunteer Fairfax office in Fairfax, Virginia

The RSVP Program Manager manages the day-to-day operations of the program and maintains and/or expands the program's volunteer capacity and community partnerships. The Program Manager supervises staff including RSVP Volunteer Specialist, Grants Manager, Marketing and Outreach Specialist and interns and office volunteers.

### **Builds and Maintains Community Partnerships**

- Develops and maintains cooperative working relations with a variety of community servicing agencies and organizations.
- Represents RSVP-NV and volunteer centers for relevant committees and partnerships, including but not limited to: Live Well, Age Well Summit, 50+ Employment Expo, Ventures Into Volunteering.
- Creates and maintains required compliance documentation for VF, volunteers, and agency partners, including: Memorandum of Understanding, ADA compatibility, safety & accessibility checklists, proper background checks, and any other pieces indicated by CNCS.
- Collaborates with Training Manager and subject matter experts to develop and implement training for agency partners

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- Arranges for RSVP volunteers to participate in volunteer center(s) community wide volunteer recognition event(s) as well as individual events at each workstation.
- Applies research on best practices and community needs data for ongoing program development.

#### Leads Program Strategy and Direction, in Collaboration with RSVP Leadership Team

- Facilitates monthly Leadership Team meetings and annual strategic planning
- Engages community stakeholders and strategic partners in RSVP Advisory Council
- Facilitates ongoing integration of RSVP with other programs of Volunteer Fairfax, Volunteer Alexandria, Volunteer Arlington and associated senior leadership
- Maintains and expands relationships with nonprofit, agency, and corporate partners

#### Develops and Implements Strategies for Regional Branding and Communications

- Actively works with VF Communications Director and Marketing and Outreach Specialist to plan, develop and implement an ongoing public relations campaign for the RSVP Program
- Oversees development of marketing collateral and volunteer recruitment materials
- Manages the creation and distribution of monthly volunteer e-newsletter implements regional branding efforts, including revision of program website, social media, etc.

#### Manages Program Operations

- Adheres to the approved budget, applies sound fiscal procedures, provides budget data, and authorizes expenditures for the program.
- Grant administration - manages data collection and reporting in alignment with federal grant requirements, including inputs, outputs, and long-term impacts.
- Collaborates with Grants Manager to prepare and submits all mandatory impact data, demographic information as required by the Corporation for National and Community Service.
- Collaborates with Grants Manager to create program evaluation tools as required with Volunteer Fairfax and CNCS including KPIs, quarterly reports, and annual programming reports.
- Collaborates with Grants Manager to ensure all spending and financial reports are completed in and on time as required by the Corporation for National and Community Service and other partners.
- Works with the Leadership Team to evaluate the effectiveness of RSVP's operational procedures and program activities
- Prepares annual renewal or re-competition of RSVP Grant Award
- Develops strategy and implementation of fundraising activities to affect the RSVP program
- Supports RSVP program data needs and manages related technologies

#### Supervises RSVP Team

- Working with Team to complete program/event evaluations
- Evaluating staff performance / providing feedback and training

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- Assessing needs of volunteer/intern support to complete Events Team work. Determining supervision needs, recruitment, placement, scope and evaluation of Event Team volunteer/intern support.

#### **Other Program Support / Management Responsibilities**

- Maintaining awareness of, and having accountability for department revenue and expense budget
- Assisting CEO in monthly and annual forecasting and budgeting for department
- Serving on the VF Management Committee, which is responsible for assuring maximum impact of its programs through the optimal operation of the organization within the VF Strategic Plan and budget parameters
- Providing special event support to all program staff as needed
- Preparing bi-monthly program update for VF Board of Directors meeting
- Assume other duties and responsibilities as directed by CEO

#### **Special Requirements**

- Some VF events and activities require physical effort such as lifting and moving project supplies (up to 50 lbs.) and standing for long periods of time
- As some VF activities require offsite work, must have a valid driver's license and access to an automobile for local travel; may also need to be able to drive a cargo van or light truck
- May need to travel out of the area, by air or land, on occasion

#### **Qualifications**

- Superior oral and written communication skills
- Self-starter with the ability to work independently on projects with minimum supervision
- Ability to lead a small team in a fast-paced environment
- Strong attention to detail and ability to manage multiple projects simultaneously
- Ability to work effectively with volunteers
- Ability to work collaboratively with internal staff and nonprofit clients
- Excellent analytical and problem-solving skills
- Proven experience (three to five years) of volunteer management, community organizing, event planning and/or related experience
- Solid competency in Microsoft Office products, Web research & mass Email software
- Previous experience working or volunteering in a non-profit organization preferable
- Project management experience a plus
- Experience in Federal grant administration
- Knowledge of the Northern Virginia area is desirable
- College degree preferred

#### **Compensation**

Salary will be commensurate with the experience. Volunteer Fairfax offers a comprehensive benefits package which includes medical (including dental and vision) short term disability, long term disability

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and life insurance; Simple IRA with up to 3% match; vacation and sick leave; paid time-off to volunteer in the community each quarter; flexible scheduling; and professional development opportunities.

**How to apply**

Please submit a cover letter explaining why you think this is a match for you and for Volunteer Fairfax, resume and salary requirement to: Jeanine Lauth, HR Specialist (jlauth@volunteerfairfax.org). In the subject line of your email, please include "**RSVP Program Manager--your last name.**" Review of applications will begin immediately and continue until the position is filled.

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