

**Job Title: Director of Corporate and Volunteer Relations**

**Department: Development**

**Supervisor: Chief of Strategic Philanthropy**

**Job Status: Full Time/ Exempt**

**Job Hours: 35 hours per week (Hybrid schedule with 4 days in-office and one work from home day)**

**Location: Midtown Manhattan**

**Salary: \$80,000-\$95,000 annually**

**About Encore:** Known widely as *Broadways longest running act of loving care*, Encore's mission is to improve the quality of life for older New Yorkers so they are not just surviving, but thriving. Through a robust array of programming, Encore takes a "no wrong door" approach to ensure older adults are able to age in place comfortably for as long as possible. **Encore is recognized as one of the most respected and trusted nonprofit organizations providing services for older New Yorkers.** Encore is on the cutting edge in the human service field and is a staunch advocate not only for older New Yorkers, but also for the essential human service employees who serve as the City's safety net. **Do not miss this chance to work for a mission-oriented organization, which centers employees as its number one resource.**

**About Position:** The Director of Corporate and Volunteer Relations will help Encore improve the quality of life for older New Yorkers by strategically engaging external business stakeholders with Encore's work. This position is also responsible for designing, developing, and implementing a comprehensive individual and corporate volunteer program for Encore. This includes recruiting, assessing, orienting, assisting, communicating with, and retaining volunteers and corporate partners. This person will be responsible for building, cultivating, and stewarding mutually beneficial relationships with individual volunteers, corporate volunteers, corporate partners, local businesses, and other key stakeholders.

**Benefits:** This position is a full-time position with benefits that include medical insurance (with Employee contribution), Dental & Vision plans with coverage beginning on the first day of hire, generous paid time off (vacation, personal days, sick days and earned floating holidays), 403(b) with 3% Employer Match after a year of employment, Flexible Spending Account, Dependent Care and transit benefits.

**Job Responsibilities:**

- Recruit, interview/screen, mentor, evaluate, schedule, and oversee all volunteers. Provide leadership in developing the strategic direction and alignment of the day-to-day work;
- Partner with the Chief of Strategic Philanthropy to develop strategies to convert volunteers into ambassadors within their respective companies and/or donors;
- In partnership with the Chief of Strategic Philanthropy plan and implement innovative strategies to attract and develop volunteers, corporations, the theatrical community, and local business leaders as donors, advocates, and supporters;
- Move our corporate and volunteer initiatives to be completely data-driven with attention to capturing data, setting benchmarks, and providing analysis on the success of volunteer and corporate revenue development and relationship-generating projects;
- In cooperation with program staff, create and maintain a master volunteer opportunity calendar, place volunteers in assignments, and manage the schedules of volunteers;
- Create and deliver training to program teams to ensure proper management of volunteers once they are deployed to their program/task teams. Follow-up on all engagements;
- Create and develop stories about our volunteer program to share with donors and other stakeholders to deepen/expand our corporate program and build awareness;
- Success leading, building, and growing fundraising initiatives;

- Cultivate a robust pipeline of corporate relationships through persistent, targeted outreach for the solicitation of gifts, partner opportunities, and other forms of collaboration;
- Meet and exceed corporate and volunteer private revenue targets;
- In addition to driving corporate and volunteer relationship revenue targets and objectives, partner with the Chief of Strategic Philanthropy, Grants Director, Director of Special Events and Development Manager to grow foundation revenue and event (sponsorships, auctions, ads) revenue;
- Oversee corporate partner account management to ensure that partner deadlines, goals, needs, and deliverables are met;
- Maintain volunteer and corporate partnership portfolios in an organized and confidential manner utilizing the development's core database, with a focus on partner retention and expansion. Assist with tracking and attendance for monthly/quarterly reports and calendars;
- Develop results/feedback reports for all corporate/community partners following volunteer activities, events, and campaigns;
- Maintain a positive environment and foster a spirit of community for staff, volunteers, corporate partners, and Encore members;
- Attend conferences, external corporate volunteer events, and community meetings, as requested;
- Handle additional assignments as requested.

**Job Qualifications:**

- At least 4 years of experience in development/fundraising, and/or volunteer management preferred;
- Bachelor's degree in liberal arts, communications, business or related field preferred;
- Strong strategic thinking, problem solving and project management skills;
- Background in computer operations (Microsoft Office proficiency, Data management skills, etc.) and office support;
- Great organizational skills; and the ability to work well with others;
- Superior communication skills, including written, verbal, and public speaking;
- Detail-orientated, ability to think proactively and troubleshoot on the spot;
- Excellent time management abilities;
- Ability to prioritize and be solution-focused; and ability to multi-task;
- Ability to perform job responsibility with limited daily supervision;
- Knowledge of corporate volunteer programs a plus;
- The ability to listen and cultivate relationships is a must;
- Excellent Customer Service skills and a sense of compassion, understanding, and empathy for the aging older adult population.

**To Apply:** Email your Resume and Cover Letter to [jobs@encorenyc.org](mailto:jobs@encorenyc.org). In the subject line, please indicate **"Director of Corporate and Volunteer Relations"**

***Due to the high volume of applicants, only qualified candidates will be contacted. No phone calls/emails please.***

*Encore Community Services is an equal opportunity employer and does not discriminate on the basis of race, color, gender, socio-economic status, marital status, national or ethnic origin, age, religion or creed, disability, or political or sexual orientation. Reasonable accommodations may be made to enable individuals with disabilities as defined by the ADA to perform the essential functions of the job.*