



Job Title:	<i>Manager, Volunteerism & Engagement</i>
Reports to:	<i>Director, Donor Engagement and Corporate Partnerships</i>
Date:	<i>May 2023</i>

BIG SHOULDERS FUND

Big Shoulders Fund is an independent tax-exempt charitable organization that serves lower-income schools which provide a values-based education for children, thereby contributing to stronger communities. We serve students in 92 schools in the Chicago area and Northwest Indiana. Each school is a vital resource for students, families, and communities, with research showing that when a Big Shoulders Fund school closes, the surrounding area experiences an increase in violence and a decrease in social cohesion.

For more than thirty-six years, Big Shoulders Fund has helped Chicago's children achieve their dreams through access to high quality education. We accomplish this by investing more than \$40 million annually in scholarship support and enrichment programming for students; operational improvements for schools; cultivation of talent pipelines for school personnel from new teachers through veteran principals; and professional development and support for educators and leaders – all with the goal of not just strengthening schools, but whole communities, while preparing students for life-long success. A recent survey of a sample of alumni of Big Shoulders Fund schools showed African American alumni graduated from college at a rate more than twice the national average and Hispanic alumni graduated at a rate more than three times the national average.

POSITION OVERVIEW

The *Manager, Volunteerism and Engagement* is responsible for supporting the Development Team's efforts in engaging supporters with Big Shoulders Fund's mission as well as leading all volunteerism and engagement efforts through programs and events. These programs include, but are not limited to:

- *Stock Market Program*
- *Mentoring Program*
- *Law Program*
- *EY Entrepreneurship Program*
- *Service Days*
- *Fall Test Prep Program*
- *E-volunteering*
- *Career Days*

Reporting to the *Director of Donor Engagement and Corporate Partnerships*, the *Manager, Volunteerism and Engagement* will demonstrate exceptional organizational skills, superb attention to detail, excellent interpersonal skills (verbally and in writing), precise time management, strength and reliability in planning and delivering communication to supporters/volunteers/school contacts, excellent volunteer event execution, and a vision for leading volunteerism & engagement in such a way that deepens and advances the

mission of Big Shoulders Fund by building a network of long-term supporters who have connected meaningfully with students, schools and communities.

ESSENTIAL JOB FUNCTIONS

- Increase awareness of Big Shoulders Fund in the community through volunteerism
- Maintain and grow our organizational brand through turnkey volunteer opportunities that make a measurable impact in our schools and on the lives of students served
- Create, cultivate and steward relationships with volunteers to increase their involvement in a variety of ways including time, partnerships and giving
- Plan, coordinate and execute all corporate and partner service days
- Recruit volunteers through a variety of opportunities such as volunteer fairs, emails, in-person meetings, events, etc.
- Pair volunteers with opportunities such as school boards, mentoring, stock market programming, afterschool/Saturday tutoring, and more
- Manage volunteer openings for schools and understand their needs for services
- Create and execute a calendar of volunteer needs for each academic year
- Oversee volunteers at all fundraising and friend-raising events
- Enhance volunteer onboarding process
- Plan and execute volunteer kick-off and thank you events in collaboration with the *Coordinator, Events and Donor Engagement*.
- Maintain accurate records of year-round volunteer activities to track volunteer engagement, retention and impact
- Conduct quarterly or bi-monthly check ins with volunteers to ensure program effectiveness
- Create and send monthly e-news for volunteers and school contacts
- Check in 2x/year with schools on the impact of our volunteers via email and survey
- Work collaboratively with *Assistant Director, Next Generation* on volunteer events, placements and tracking of Next Generation Board volunteers, in particular with bimonthly Give Back Days, Career Days, and Fall Test Prep Program
- Oversee the Big Shoulders Fund Teen Board: conduct quarterly events and activities, provide email engagement and cultivate relationships to increase their long-term support of Big Shoulders Fund
- Oversee Big Shoulders Fund Law Program, including: communication to volunteers and schools, recruitment and scaling of program from 2 to 5 schools for the 2023-2024 school year, and the year-end capstone field trip
- Oversee Stock Market Program at 61 elementary schools and four high schools from onboarding new volunteers, soliciting classroom sponsorship, execute trades and tracking for the school portfolio, and manage the capstone field trip for the program
- Oversee the EY Entrepreneurship program with participating Big Shoulders Fund schools and volunteers from executing a kick-off, pairing volunteers with schools, securing teacher leads, tracking business plans, and executing final judging for the program
- Oversee monthly Mentor Program that pairs volunteers with a group of student scholars in a school; manage the recruitment, onboarding, liability, and tracking for all volunteers and students
- Support Auxiliary Board schools committee and help supporters engage with schools and volunteering on a calendar-year basis, such as taking minutes, sending communication, and pairing supporters with schools
- Seek out and advance new opportunities to address volunteer gaps at schools
- Support strategy building for corporate partners to engage with Big Shoulders Fund by completing reports, tracking impact, sending communications, and attending meetings/lunch & learn events

ADDITIONAL EXPECTATIONS

- Work cooperatively with Big Shoulders Fund staff and perform other duties as assigned in support of the overall mission of the Big Shoulders Fund
- Attend and support the facilitation of other programs and events that further the mission of Big Shoulders Fund through its outreach to donors and schools as needed

REQUIREMENTS

- Minimum of a Bachelor's degree
- 5+ years of professional experience in event planning and management, preferably in a nonprofit setting
- 3+ years of professional experience managing groups of volunteers
- Exceptional organizational, problem solving, and time management skills; ability to multitask and set priorities among competing activities
- Ability to connect effectively one-on-one and with a room full of people, providing a warm and welcoming tone while making directions clear and actionable
- Excellent interpersonal skills and the ability to work cooperatively in a team environment
- Clear, concise written and verbal communication skills
- Proficiency in Microsoft Word and Excel; experience in Salesforce software (or other similar Customer Relationship Management systems) highly desirable
- Cultural sensitivity and ability to work collaboratively with diverse groups of people
- Commitment to and passion for improving access to high-quality, values-based education options for all children
- Commitment to excellence and a high degree of personal responsibility
- Highly motivated and adaptable with a strong work ethic; operate with honesty, integrity, and a positive attitude
- Ability to take initiative, proactively seek support and/or clarity, and self-manage programs and impact
- Strength in establishing and maintaining cooperative and effective working relationships with others
- Ability to work some weekends and evenings for Big Shoulders Fund events

NOTE: *This job description is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organization and the students/schools it serves.*