

**INTERESTED CANDIDATES:** Please send resume to hiring manager Kelsey Kyle at [kkyle@bigshouldersfund.org](mailto:kkyle@bigshouldersfund.org)



Job Title:	Manager, Volunteerism & Engagement
Reports to:	Director, Corporate Partnerships & Engagement
Date:	Spring 2024

### **BIG SHOULDERS FUND**

Big Shoulders Fund is an independent tax-exempt charitable organization that provides support to schools with demonstrated need which provide a quality, values-based education for children. We serve 25,000 students and 92 schools in the Chicago and Northwest Indiana regions. Each school is a vital community-based organization and an anchor to its surrounding neighborhoods.

For thirty-seven years, Big Shoulders Fund has helped Chicago's children achieve their dreams through access to high quality education. Of the 25,000 students we serve, 83% identify as people of color and 69% reside in low-income households. We expand access and outcomes 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. To that end, 80% of scholars matriculate to college and students earn a degree at two times the national average. Latino and Black scholars graduate at three-times and four-times their counterparts, respectively, and graduates go on to vote, contribute, and participate at greater rates than local and national outcomes.

In 2019, Big Shoulders Fund began an exciting new chapter in Northwest Indiana by making a long-term commitment to The Region. Since then, we have worked to bring our unique approach to building the capacity of local school communities to best serve students and families of Northwest Indiana, with special focus on areas of greatest need: Gary, Hammond and East Chicago. The long-term goals of our efforts include elevating the quality of values-based schools in Northwest Indiana through: academic investments, instructional and data coaching; marketing and outreach efforts; and enrichment and summer programs to expand opportunities for students. **While some roles on our staff focus exclusively on Northwest Indiana, all Big Shoulders Fund team members contribute to the success of our work in The Region.**

Big Shoulders Fund has earned a four-star rating from Charity Navigator, America's largest evaluator of nonprofits, for 17 consecutive years, a distinction held by less than one percent of nonprofit organizations nationally.

## **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 Corporate Partnerships and Engagement*, 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**

### **Engagement and Stewardship**

- 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.
- Recruit volunteers through a variety of opportunities such as volunteer fairs, emails, in-person meetings, events, etc.
- Oversee volunteers at all fundraising and friend-raising events.
- Maintain accurate records of year-round volunteer activities to track volunteer engagement, retention, and impact.
- Create and send monthly e-news for volunteers and school contacts.

### **Enrichment Programming and Service Day Management**

- Plan, coordinate, and execute all corporate and partner service days.
- 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.
- Oversee Big Shoulders Fund Law Program, including communication to volunteers and schools, recruitment, and scaling the program from 5 schools in 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.

### **Cross Department Collaboration**

- Plan and execute volunteer kick-off and thank you events in collaboration with the *Coordinator, Events and Donor Engagement*.
- Conduct quarterly or bi-monthly check ins with volunteers to ensure program effectiveness.
- Collaborate with *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.
- Support Auxiliary Board schools committee, Teen Board, and help supporters engage with schools and volunteering on a calendar-year basis, such as sending communication, and pairing supporters with schools.
- Provide support and guidance for volunteer programming (mentoring, stock market program and service days) as it grows in Northwest Indiana.
- Seek out and advance new opportunities to address volunteer gaps at schools and engage volunteers at all aspects of their journey/relationship with Big Shoulders Fund.

### **ADDITIONAL EXPECTATIONS**

- Demonstrate strength and skill in working with teachers, principals, students, and families from diverse cultural, economic, and ability backgrounds.
- Attend and support the facilitation of fundraising events, service days, and other programs in Chicago and Northwest Indiana that further the mission of Big Shoulders Fund through its outreach to donors and schools as needed.
- Work cooperatively with Big Shoulders Fund staff in Chicago and Northwest Indiana, and perform other duties as assigned.
- **NOTE: This role requires availability to work evenings and weekends for Big Shoulders Fund events.**

### **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 preferred
- 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
- Ability to drive + current valid driver's license strongly preferred
- 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 and desire to work weekends and evenings for Big Shoulders Fund events**

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

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