



Volunteer Manager Position Description

Flourish, Kansas City's only furniture bank, is an equal opportunity employer and all candidates will be considered regardless of race, disability, sexual orientation, age, national origin, religion or gender.

Flourish is seeking a qualified individual to fill our Volunteer Manager role. This is a full-time, salaried exempt position with the opportunity for future advancement within our rapidly growing organization. The ideal individual for this role will have the skills for this position and a desire to serve the community in an environment that respects the dignity of all individuals.

Position Summary

The Volunteer Manager is responsible for the daily management of Flourish volunteers, volunteer recruitment, retention and appreciation, and supports the growth of the volunteer program. The Volunteer Manager reports to the Operations Director.

Flourish operates Tuesday through Saturday. Some evening hours are a part of this role.

Responsibilities:

- Create and implement an annual Volunteer Plan to align with Flourish's Strategic Plan and agency goals.
- Work closely with staff and volunteer department liaisons to establish volunteer needs and roles for the agency.
- Ensure appropriate volunteer staffing for daily operations, including personal contacts with volunteers to encourage support.
- Oversee volunteers while on-site, providing tours and training, as needed.
- Ensure volunteer retention through a robust appreciation program and feedback opportunities.
- Coordinate and promote corporate volunteer program, aligning with Flourish's corporate development efforts.
- Oversee the volunteer liaison program by facilitating election of liaisons, providing support in creating and maintaining procedures manuals for each department, and attending liaison meetings.
- Work with development staff to manage volunteers for Flourish's fundraising events.
- Work with operations teams to manage volunteers for Flourish's non-fundraising events.
- Create and implement robust recruitment efforts including marketing volunteer opportunities in the community through social media, website, newsletters and community presentations.
- Maintain the Flourish Volunteer Manual and volunteer waivers, updating as needed.

- Manage volunteer information on Flourish website and in volunteer scheduling program.
- Create a dynamic monthly newsletter for distribution to all Flourish volunteers.
- Develop and manage the volunteer program budget.

Qualifications:

- Two or more years' experience working in a nonprofit environment with volunteers strongly preferred.
- Microsoft Office experience preferred.
- Canva and social media experience preferred.
- Experience in designing marketing materials and newsletters.
- Excellent written and verbal communication skills with the ability to articulate Flourish's mission to a variety of audiences.
- Servant-leader style to effectively lead, engage, and motivate volunteers.
- Ability to make presentations in the community.
- Strong commitment to establishing and deepening relationships with volunteers.
- Strong attention to detail and time management skills.
- Commitment to a culture that values the dignity of all individuals.
- Ability to work some evenings and weekends.
- Ability to pass federal E-verify requirements.

Compensation:

The salary range for this position is \$38,000 - \$42,000.

***To apply, send a cover letter and resume to
info@flourishfurniturebank.org.***