



JOB DESCRIPTION

Job Title:	Director of Volunteer Services and Fund Development
Department:	The Arc Westchester Foundation
Reports To:	Executive Director of Foundation

I. JOB SUMMARY

Primary: The Director of Volunteer Services and Fund Development (Dir. VS/FD) provides the vision for, and oversight of, the Volunteer Services Program throughout The Arc Westchester (Chapter) and The Arc Westchester Foundation (Foundation) to strengthen Chapter programs and raise much-needed funds. The Dir. VS/FD is responsible for the development, implementation, and management of an exemplary volunteer program that will deepen engagement with our volunteers across all levels – individuals, families, employees, local corporations and volunteer agencies.

Secondary: The Dir. VS/FD will have grant writing responsibilities which consist of assisting the Foundation in the preparation of new grant proposals based on the Chapter’s strategic goals and the funds needed to achieve these goals. He/she will research potential funding sources, compose and submit a minimum of 20 proposals per year, keep careful records to track proposals, and respond to additional information, as required.

II. DUTIES AND RESPONSIBILITIES

The Dir. VS/FD will design, plan, promote and direct, exercising discretion and independent judgment, a wide range of volunteer opportunities within The Arc Westchester Chapter and Foundation for community partners. He/she will be responsible for the recruitment, interview, placement, orientation, training, coordination and management of volunteers and ensure that the project/department milestones/goals are met according to approved budgets and, where appropriate, funder’s expectations. This position matches volunteers with appropriate Chapter and Foundation programs and initiatives to create an enriching experience for both the volunteer(s) and the individuals and families supported by the Chapter. Develop plans that include comprehensive strategies, evaluation metrics and forecasts of demand for volunteer needs and potential funding sources.

- Work closely with the Executive Directors for the Chapter and Foundation to develop strategies and solutions to meet Chapter and Foundation needs, support local business trends, engage volunteers in innovative ways, and enrich the lives of the individuals and families supported by The Arc Westchester.
- Assess and evaluate volunteer programming needs on an ongoing basis to improve internal processes and protocols.

- Develop departmental standards and best practices for recruitment, screening, placement, training, communications, calendars, presentations, and events for all volunteer-related programming.
- Provide updates and reports to Chapter and Foundation management and boards on the state of the program, its impact on short-term and long-term strategic goals and initiatives.
- Cultivate and nurture existing strategic partnerships (local business partners, volunteer organizations, high schools and colleges) with the goal of increasing volunteer engagement and developing funding sources.
- Explore and develop new partnerships and collaborations by assisting the Chapter and Foundation Executive Directors at key meetings and partake in strategic conversations with prospective partners to develop team building volunteer opportunities that will maximize engagement and encourage resource development.
- Work with Chapter and Foundation leadership to ensure the goals of volunteer program align with long-term strategic plans.
- Maintain close relationships with The Arc Westchester staff and specifically, educate staff on leveraging volunteers, evaluating successes and ensuring feedback on events/participation.
- Plan and host **Annual Volunteer Recognition** events and assist with, and participate in, program site recognition events for their volunteers.
- Coordinate and oversee individual and groups of volunteers including email and phone correspondence with potential volunteers, filing and tracking of volunteer data, and follow-up correspondence.
- Maintain up-to-date records on all special events/initiatives, and provide monthly program reports, as requested.
- Work closely with the Foundation and Director of Marketing and Communications to identify volunteer content and funding support opportunities for website, social media, and public relations.
- Successfully manage several projects at once under tight deadlines. He/she must be able to do extensive research to identify new volunteer partnerships that align with the Chapter's goals and needs and utilize excellent oral and written communication skills to translate this information into compelling volunteer opportunities and, where appropriate, funding proposals.
- Develop a diversified network of funding organizations to offset frequently changing government policies and processes on grant applications, as well as fluctuations in funding availability.
- Attend meetings and events as required that may include some evening and weekend hours.
- Performs other duties as assigned.

Salary Range: \$60,000-\$65,000 annually

Confidential contact information below. Send resume to:

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