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volunteernewyork.org

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Manager, Corporate Partnerships Full-Time - Hybrid

Do you have a passion for civic engagement and building strong, resilient communities? Bring your event planning, volunteer coordination and program management skills to Volunteer New York! and support local nonprofits through impactful Corporate Engagement!

About Volunteer New York!

Volunteer New York! is a one-stop resource devoted to increasing volunteerism in Westchester and our surrounding communities. Our mission: Volunteer New York! mobilizes our community to address its greatest challenges. Our vision: Our community is vibrant, resilient, and equitable.

Position Description

One of the ways Volunteer New York! seeks to promote volunteerism in our community is by supporting local companies who are looking to develop or enhance their employee volunteer program. Reporting to the Director of Corporate Partnerships, part of a three-person team, the Corporate Partnerships Manager will be responsible for developing and executing customized corporate service events, supporting the implementation of large-scale community volunteer service initiatives, maintaining relationships with existing corporate partners and cultivating relationships with new companies.

The successful candidate will have a commitment to volunteerism, the ability to build partnerships and bridges between the for-profit and nonprofit communities, experience in conceiving and implementing creative, impactful volunteer experiences, developing activity guides, possess a “can do” attitude, and exceptional organizational skills.

Key Responsibilities

Corporate Partnerships:

- Managing a portfolio of Corporate Partnerships and volunteer service projects.
- Preparing proposals that align with company goals.
- Planning, implementing, and evaluating well-organized, customized volunteer service projects for teams of corporate groups.
- Ordering and preparing materials needed to execute customized corporate volunteer service projects (includes sorting and packing supplies, ordering lunch, transportation as well as written materials such as curriculum and day-of event schedules).
- Developing and leading corporate Project Leader training, ensuring leaders are fully prepared for their roles.
- Staffing corporate volunteer projects ensuring a successful experience for both the corporate partner and the nonprofit.
- Completing data entry, reporting and project analysis in a timely manner along with maintaining updated and complete written documentation of important processes and procedures.
- Along with Director of Corporate Partnerships, assist with renewal of corporate partnerships on an annual basis.
- Assisting, as necessary, with organization-wide initiatives such as the Annual Volunteer Spirit Awards celebration.



Nonprofit Partnerships:

- Cultivating and maintaining collaborative partnerships with nonprofit agencies.
- Conducting site visits to new and existing nonprofit agency partners and providing best practices and directions for project development.
- Supporting the implementation of Volunteer New York! community wide volunteer service days (i.e. MLK and 9/11).

Qualifications

- Bachelor's Degree
- Experience working with volunteers and/or non-profit programming.
- Exceptional attention to detail.
- Excellent interpersonal, written, and verbal communication skills.
- Strong administrative and organizational skills; ability to prioritize and manage many projects simultaneously.
- Ability to work effectively both independently and as a member of a team.
- Broad-based computer skills, Salesforce experience a plus, strong understanding of database work, and Excel for data entry, creating and generating reports.
- An understanding of corporate timetables and expectations.
- Ability to lift and move project supplies. (Up to 35 lbs.)
- Valid driver's license and access to personal vehicle.
- Ability to maintain own timelines and meet own deadlines.
- Flexible schedule, including the ability to work evenings and occasional weekends, as needed.
- Good sense of humor.

Schedule: Full-time position: 35 hours per week; including the opportunity to work a few days remote each week, with some weekends and evenings required.

Salary: Compensation paid on an hourly basis in the range of \$30-\$32/hr. (Roughly equivalent to \$55,000 to \$58,000/year) along with a very competitive benefits package including a health insurance plan, a retirement plan, and more!

To Apply: Please submit a cover letter and resume to Jennifer Machuca, Director, Corporate Partnerships at jennifer@volunteernewyork.org

AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply. Volunteer New York! is an Equal Opportunity Employer committed to diversity and inclusion.