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volunteernewyork.org

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Volunteer New York! Manager, Corporate Partnerships Full-Time - Hybrid

Bring your event planning, volunteer coordination and program management skills to Volunteer New York! and support our community and 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. Volunteer New York! mobilizes our community to address its greatest challenges.

Position Description

One of the ways Volunteer New York! promotes volunteerism in our community is by partnering with local companies who are looking to develop or enhance their employee volunteer program. Reporting to the Director of Corporate Partnerships, part of a four-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 clients, and cultivating relationships with new companies. The successful candidate will have a commitment to volunteerism, the ability to build bridges between the for-profit and nonprofit communities, experience conceiving and implementing creative, impactful volunteer projects, developing activity guides, possess a “can do” attitude, and exceptional organizational skills. Responsibilities include, but are not limited to:

Responsibilities

- Working with CSR, HR, Marketing Departments and/or Corporate Foundations to assess their community engagement goals and implement strategic projects to meet and exceed those expectations.
- Planning, implementing, and evaluating well organized and creative customized volunteer service projects for teams of corporate groups.
- Ordering and preparing materials needed to execute customized corporate volunteer service projects (includes supplies, lunch, transportation as well as written materials such as curriculum and day-of event schedules).
- Staffing corporate volunteer projects day-of.
- Developing and leading corporate Project Leader training.
- Completing data entry, reporting and project analysis in a timely manner.
- Cultivating and maintaining collaborative partnerships with nonprofit agencies.
- Conducting site visits to new nonprofit agency partners and providing best practices and directions for project development.
- Preparing materials for corporate presentations and proposals.
- Supporting lead staff for the Volunteer New York! community wide volunteer service days (i.e. MLK and 9/11).



- Maintaining updated and complete written documentation of important processes and procedures.
- Assisting, as necessary, with organization-wide initiatives such as the Annual Volunteer Spirit Awards celebration.

Qualifications

- Bachelor's Degree
- 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.
- Experience in nonprofit organizations and event planning. Experience in the corporate sector is a plus.
- 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: Annual compensation \$58,500 to \$62,400 based upon prior experience along with a very competitive benefits package including a health insurance plan, a retirement plan, and more!

To Apply: 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.