

VOLUNTEER MANAGER

About the Organization: Building One Community (“B1C”) is a non-profit organization established in 2011 as a comprehensive resource center for immigrants in the Stamford, Connecticut area. B1C’s mission is to advance the successful integration of immigrants and their families.

Position: The Volunteer Manager will strengthen B1C through the management of a committed group of over 400 volunteers. The Volunteer Manager should have strong people skills, a positive attitude and an interest in working as part of a dynamic and devoted team. This is an opportunity for a self-starter who wants to make a difference in people’s lives.

This full-time non-exempt position allows for a hybrid work schedule of three days in the office and two days of remote work. The Volunteer Manager reports to the Development Director and works closely with B1C program staff. Evening or weekend hours are required several times each month.

Primary Duties:

- Manage the volunteer life cycle: recruitment, screening, orientation, training and recognition.
- Help staff define and fulfill volunteer opportunities; provide training for staff to manage volunteers for their respective program areas and manage overall Volunteer Program.
- Cultivate corporate and faith/school engagement opportunities through offsite presentations, onsite engagement activities and coordination of donation drives (school backpacks, holiday baskets, etc.)
- Conduct regular surveys to measure volunteer satisfaction and identify actionable areas of improvement
- Organize spring Volunteer Recognition event and December Holiday Fair
- Maintain accurate volunteer records in Salesforce database. Generate reports for program staff and management as needed
- Create volunteer program materials (application, policies, training, newsletter)
- Represent B1C and our mission at community events, including houses of worship, schools, fairs and civic organizations

Experience & Skills

- 1-2 years of experience as a non-profit volunteer or as a volunteer manager required
- Proficiency in Spanish required; fluency preferred. Haitian Creole or French a plus
- Some weekend and evening availability required (average 1-2 per month)
- Proficiency with Microsoft Office suite; experience with volunteer management databases, Salesforce, Canva and Constant Contact a plus
- Ability to communicate effectively to a wide range of audiences and to demonstrate cultural competence and sensitivity required in an agency serving a diverse population.
- Exceptional organizational and project management skills with a strong attention to detail
- Flexibility to adapt to emerging needs and changing priorities
- Belief in the B1C mission and goals

To apply for this position, please submit your resume and a cover letter to jobs@b1c.org.

Building One Community is an Equal Opportunity Employer