

Volunteer & Community Engagement Manager

About Building One Community

Building One Community (B1C) is a nonprofit organization established in 2011 as a comprehensive resource center serving immigrants and their families in the Stamford, Connecticut area. Our mission is to advance the successful integration of immigrants by providing opportunities to learn, contribute, and thrive.

Position Summary

Building One Community is seeking an energetic, relationship-driven Volunteer & Community Engagement Manager to lead and grow our volunteer program while expanding community engagement. Reporting to the Development Director, this individual will oversee B1C's volunteer program and cultivate relationships with corporations, schools, faith communities, and civic organizations to increase volunteerism, community involvement, and awareness of B1C's mission.

This is an ideal opportunity for someone who enjoys building relationships, connecting people with meaningful opportunities to give back, and serving as an ambassador for an organization making a significant impact in the community.

This full-time, non-exempt position follows a hybrid schedule of three days in the office and two days remote. Evening and weekend availability is required several times each month.

Primary Responsibilities

Volunteer Program Management

- Lead all aspects of the volunteer lifecycle, including recruitment, screening, onboarding, training, placement, recognition, and retention.
- Manage and strengthen B1C's volunteer program of more than 400 volunteers.
- Partner with program staff to develop meaningful volunteer opportunities and provide guidance on volunteer engagement.
- Maintain volunteer records, reporting, and program materials in Salesforce, and track volunteer participation and impact.
- Lead volunteer communications (in collaboration with the Marketing & Communications Team), conduct satisfaction surveys, and coordinate volunteer recognition activities and appreciation events.

Community & Corporate Engagement

- Build relationships with corporations, schools, faith communities, civic organizations, and community groups to expand volunteer engagement and community partnerships.
- Coordinate corporate volunteer projects, donation drives, and group service opportunities.
- Represent B1C at volunteer fairs, networking events, schools, houses of worship, civic organizations, and other community events.
- Organize and facilitate volunteer information sessions, orientations, and community presentations.
- Collaborate with the Development team to identify opportunities to deepen engagement with corporate and community partners and support volunteer needs for fundraising and special events.

Qualifications

- Bachelor's degree or equivalent professional experience preferred.
- At least 3 years of experience in volunteer management, community engagement, nonprofit development, or a related field.
- Spanish proficiency required; fluency preferred. Haitian Creole or French is a plus.
- Strong relationship-building, public speaking, organizational, and project management skills.
- Experience with Salesforce or other CRM systems preferred; proficiency with Microsoft Office required. Canva and Constant Contact are a plus.
- Ability to work independently, manage multiple priorities, and adapt to changing needs.
- Willingness to work occasional evenings and weekends.
- Commitment to B1C's mission and serving diverse communities with cultural humility and respect

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

