



Audubon Society of Portland

Job Announcement

Job Title: Volunteer Manager
Department: Operations
Reports to: Director of Finance & Operations
Classification: Exempt, full-time
Compensation: \$40,000 - \$43,000 DOE, plus health, retirement, and other benefits (see below)

Position Summary

Portland Audubon's volunteer program is in many ways the heart and strength of the organization. Engaging nearly 500 regular volunteers providing over 51,500 hours annually, volunteers are responsible for 40% of the workforce that powers Portland Audubon, and are our strongest resource for engaging the public.

The Volunteer Manager is responsible for managing and supporting volunteer involvement in every department of the organization. In collaboration with program managers, the position creates and coordinates a comprehensive volunteer plan that includes the recruitment, training, processing, and recognition of volunteers for all areas within the organization. The Volunteer Manager works closely with all staff and board to create a positive, inclusive and mission-oriented environment.

Audubon Society of Portland has just completed a five-year strategic plan. A central goal moving forward is to infuse equity, inclusion, and diversity (EID) into all of the goals and work of the organization. The Volunteer Manager will work to continually improve on the EID goals set forth in the strategic plan, and will be charged with weaving these goals into the culture of the volunteer program.

Essential Duties and Responsibilities

Management and Coordination

- Oversees and coordinates an extensive volunteer program supporting all departments with 40% of our entire workforce.
- Participates actively in meetings with all Portland Audubon programs to develop overall plans for providing volunteer support for the organization.
- Serves as staff liaison for the Volunteer Council, a standing committee of the Board of Directors.
- Gathers input from volunteers and staff on improving program performance.
- Produces reports on volunteer operations, including statistical information used for grants and outreach.
- Assists in preparing the volunteer program budget and monitors performance of program against budget.

Recruitment, Placement & Retention

- Handles all aspects of volunteer placement including orientation and training, applications, screening and background checks, uniform ordering, and facilitating placements with staff members.
- Provides support and guidance. Works with staff to intervene when volunteers have difficulties or cause undue hardship on staff or other volunteers.
- Responsible for creating a culture within the volunteer program that is welcoming and inclusive of diverse cultures and backgrounds, and creating a volunteer team that is representative of our greater community. Identifies new program opportunities for volunteer engagement and community involvement.
- Provides recognition of volunteers in *The Warbler* newsletter and other appropriate means.
- Develops and coordinates annual volunteer appreciation event, as well as consistent recognition throughout the year.

Communications & Outreach

- Coordinates production of volunteer publications, monthly newsletter, and printed materials. Oversees production and distribution of volunteer promotional materials.
- Primary contact for 500 regular volunteers providing a broad array of services, including direct project oversight and event management.
- Increases the visibility of Audubon's volunteers and volunteer program to the public, including for special events such as the Plant Sale, Swift Watch, etc.
- Coordinates volunteer involvement in special events such as the Halloween event, International Culture Awareness Day, etc.
- Coordinates volunteer involvement in various education and advocacy outreach tabling opportunities.

Development

- Primary liaison for corporate partnerships bringing work parties to Sanctuary.
- Support for volunteer-led fundraising events, including Wild Arts Festival.
- Maintains and updates volunteer records in donor database *Raiser's Edge* and elsewhere, including hours served and emergency contact information.

Supervisory Responsibilities

Manages Portland Audubon's volunteer program, providing training and oversight of volunteer projects. Does not supervise staff.

This description is not designed to be a complete list of all duties and responsibilities required for this job.

Preferred Qualifications

- Experience working toward racial equity, diversity, and an inclusive culture within an organization.
- Understanding of the history of inequity and racism in the environmental movement.
- Multilingual skills and multicultural or cross-cultural experiences appreciated;
- Two years volunteer outreach and/or relevant experience;
- Strong time, project management and organizational skills and attention to detail;
- Ability to work in a team-based environment with internal and external partners;
- Demonstrated ability to conceive and write creatively for various audiences;
- Knowledge of database management programs;
- Public speaking experience.

About Audubon Society of Portland

Audubon Society of Portland has been a leading voice for Oregon conservation for over a century. Through conservation advocacy, environmental education, wildlife rehabilitation and other programs, we promote the understanding, enjoyment, and protection of native birds, other wildlife and their habitats. We are located in a 150-acre wildlife sanctuary in Forest Park, just minutes from downtown Portland. With over 15,000 members and 500 regular volunteers, we are the largest independent chapter of the National Audubon Society in the United States. Additional background regarding our history and programs can be found at www.audubonportland.org.

Audubon Society of Portland does not discriminate on the basis of race, creed, sex, sexual orientation, age, religion, marital status, national origin, political affiliation or mental or physical handicap. We are committed to building a diverse and inclusive environment, reflecting the diversity of the community in our board, staff, volunteers, and members; ensuring our internal culture, business practices, and programs are welcoming and advance our diversity goals; and empowering people to make positive changes in their community and environment. Candidates of color and diverse backgrounds are strongly encouraged to apply. More background on our diversity efforts can be found at: <http://audubonportland.org/about>.

Benefits

- Medical insurance: 100% healthcare coverage, for employee only.
- Competitive leave benefits including vacation, sick, and family leave.
- Ability to attend free or subsidized courses at Portland Audubon.
- Substantial discount at our Nature Store, including optics.
- Opportunity to work in one of the most beautiful forests in Oregon.

To apply:

Please email your cover letter, resume, and completed employment application* to jobs@audubonportland.org with subject line: "Volunteer Manager Recruitment."

*Application form available at www.audubonportland.org/about/jobs.

Closing date: September 17, 2017

Application submittals preferred by email. Alternatively, submit via US Postal Service to:
Volunteer Manager Recruitment
Audubon Society of Portland
5151 NW Cornell Road
Portland, OR 97210