



volunteerflorida

## Volunteer Generation Fund Program Manager Position Opening October 2014

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**Job Title:** Volunteer Generation Fund Program Manager      **Working Hours:**  
Monday–Friday 8 a.m.- 5 p.m.  
**Reports To:** Director of National Service Programs      (Hours may vary as necessary.)

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**Job Description:** Volunteer Florida is seeking a full time employee to manage a federally funded program that will assist Florida non-profits to increase their capacity and success at recruiting and managing volunteers. The selected candidate for this position will: assist in the design of a modular training program that builds upon existing curriculum and materials, and can be delivered in one to three day sessions; assist in the development of business rules and processes for an online grant application portal used to solicit Florida non-profits for participation in this program; assist with the selection and then management of fifteen (15) Florida non-profits who will each receive training and \$10,000 in funding; and coordinate the delivery of up to five (5) of the modular training events per year. This position is funded by Corporation for National and Community Service's Volunteer Generation Fund, and is expected to be funded for one to three years.

The *Volunteer Generation Fund* is a program of the Corporation for National & Community Service. The fund focuses investments on volunteer management practices that increase both volunteer recruitment and retention. Results include increasing volunteers to meet critical community needs and the strengthening of volunteer management practices of Florida organizations.

*Volunteer Florida's BEST Skills Based Volunteer Program* is built upon the Build Engage Sustain Transform (BEST) model of engaging volunteers, which provided support to Florida communities throughout the past several years. The BEST Skills Based Volunteer Program strengthens the capacity of volunteer connector organizations to recruit, manage, support and retain skill-based volunteers to serve in high quality volunteer assignments. Skills based

volunteers are leveraged for a diversity of community needs including those related to disaster response, economic opportunity, environmental stewardship, healthy futures, veterans/military families and education. As a result of the previous four years of the Volunteer Generation Fund investment, Volunteer Florida has supported a total of 60 organizations, who engaged 47,000 volunteers, providing 300,000 hours of service, valued at approximately \$6.8 million.

Join the Volunteer Florida team, a group of committed individuals seeking solutions to Florida's biggest challenges. Lead the Volunteer Generation Fund investment in communities through grant making, training and focused technical assistance.

**Main Duties and Responsibilities:**

- **This is a grant funded position that has been funded for one year, with at least two more years of funding likely but not guaranteed.**
- Responsible for providing technical assistance, training and monitoring to sub grantees to ensure high quality performance by sub grantees.
- Conducts quality assurance reviews to provide assessment and identify technical assistance needs of sub grantees
- Assists in the development and implementation of Requests for Proposals and Applications for federally funded programs and projects.
- Assists in the development of business rules and processes for an online grant portal that will be used to select sub grantees
- Assists sub grantees in operationalizing federal and state requirements and provisions in order to provide clear guidelines for funded programs.

**Secondary Duties and Responsibilities:**

- Performs other related duties as assigned.
  - Assists with special projects as necessary.
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## Knowledge, Skills and Abilities Required:

- Knowledge of program design, implementation, and evaluation.
  - Knowledge of general financial practices.
  - Ability to establish, develop and maintain effective working relationships with others, especially government entities, volunteer organizations, AmeriCorps programs, volunteer Boards and/or Commissions.
  - Ability to provide training, monitoring, technical and financial assistance to sub grantees and partner programs.
  - Ability to determine work priorities, follow through on assignments and solve problems effectively.
  - Ability to work independently and as part of a team.
  - Ability to communicate orally and in writing with public officials, agency personnel, volunteers and private business owners and employees.
  - Ability to travel independently utilizing both air and ground transportation.
  - Skill in identifying training needs, developing training materials and conducting training programs.
  - Skilled in utilizing PC computers and MS office.
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## Education and Experience:

- Preferred: Master's Degree in Social Work, Public Administration, Education or a related field and at least two years experience in program development, program administration, program evaluation, community development, volunteer management or related work.
  - Required: Bachelor's Degree from an accredited college or university and four years experience in program development, program administration, program evaluation, community development, volunteer management or related work (substantial and relevant experience may substitute for the required degree).
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## About Volunteer Florida:

The Florida Commission on Community Service (Volunteer Florida) is administratively housed within the Executive Office of the Governor and guided by a bipartisan board of Commissioners who are appointed by the Governor and confirmed by the Senate. Volunteer Florida supports and promotes volunteerism and service in Florida by administering AmeriCorps and other national services programs, by serving as the lead agency for Emergency Support Function (ESF) 15, Volunteers & Donations, for the Florida Division of Emergency Management, and by leading initiatives throughout Florida that use volunteerism as a strategy to meet the needs of Florida's citizens.

Volunteer Florida is a great place to work! We value the unique talents of each of our employees and encourage a positive, fun culture for our team. We offer health benefits, paid vacation, and other valuable benefits.

For more information about Volunteer Florida, please visit <http://www.volunteerflorida.org/>.

**To Apply:** Please visit our employment site to download an employment application (<http://www.volunteerflorida.org/about/contact-us/employment/>) which can be emailed or mailed to the addresses listed below. Please also include a résumé.

**Send a completed Volunteer Florida employment application and a copy of your résumé to:**

[careers@volunteerflorida.org](mailto:careers@volunteerflorida.org) (preferred)

or

Volunteer Florida – Human Resources  
3800 Esplanade Way, Suite 180  
Tallahassee, FL 32311

**Questions? Call us at (850) 414-7400**