



Opportunity: Pro Bono Consultant to Design a New Volunteer Engagement Program

The Association of Nonprofit Specialists is a 501(c)(3) membership organization, supporting a diverse community of nonprofit consultants, specialists and other capacity builders. We aim to strengthen our network and the nonprofit sector through a wide array of programming and strategic partnerships.

Our Vision: An equitable, just, and vibrant world supported by a thriving nonprofit sector.

Our Mission: We foster learning and collaboration among a diverse community of consultants to strengthen the nonprofit sector.

Position Profile: Over a period of 3 months (ideally July - September 2021), this pro bono position will create, develop and begin to implement the Association of Nonprofit Specialists' Volunteer Engagement Program. This position will report to the Volunteer Engagement Committee, and partner with multiple board members and board committees who have already begun to do some volunteer engagement. While the Association of Nonprofit Specialists is based in New York City, this position can be a remote role.

Responsibilities:

- Confirm the business need, expected outcomes and scope of the program.
- Identify constraints that could limit the success of the program.
- Identify organizational processes impacted by the program.
- Identify the responsibilities of the future Volunteer Engagement Manager, including recruitment, screening, placement, orientation, training, and recognition of volunteers.
- Create a job description for the future Volunteer Engagement Manager and assist with managing the recruitment process, screening, placement, orientation, and training (The pro bono consultant is also welcome to apply to this permanent role).
- Work with members of the board to identify external partners with which the Volunteer Engagement Manager will interface.
- Develop procedures that ensure programs do not experience disruption when engaged with volunteers.
- Develop volunteer program record keeping.
- Create an outline for the volunteer appreciation and recognition program.

The ideal candidate for the position of pro bono consultant will have:

- Expertise and experience working within a volunteer engagement system, working with or coordinating diverse groups of volunteers.
- The ability to thrive in a collaborative, team-oriented environment as well as possess the self-motivation necessary to work independently.
- Ability to set goals and reach organizational objectives.
- Creativity and an open mind to develop new processes and procedures.

Preferred Qualifications:

- Some experience in a volunteer, community engagement, or project management field, with specific experience working with volunteers is preferred but not required.
- Knowledge and skills to effectively interact with people from different cultural backgrounds including those associated with race, ethnicity, national origin, religion, socioeconomic status, age, gender, physical and cognitive ability, sexual orientation, and other aspects of human diversity.

The Association of Nonprofit Specialists is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, pregnancy, national origin, ancestry, age, marital status, sexual orientation, family responsibility, physical or mental disability, medical condition, status as a veteran, or any other category protected by applicable federal, state, or local law, except where a bona fide occupational qualification applies.

To Apply:

Interested candidates should send a resume and brief cover letter to info@npspecialists.org by **June 16, 2021**. Only those candidates selected for interviews will be contacted. For questions contact info@npspecialists.org. No phone calls please.