



Full-Time Volunteer Engagement Manager

Date Posted: April 12, 2022

Salary: \$65,000 annual

Benefits: Paid medical, vision, and dental insurance; 13 paid holidays, including 3 floating holidays; paid office closures the week of the 4th of July and between December 24th and January 1st; 12 vacation days and 12 Sick and Safe Time days in the first year of employment; access to a 401K retirement plan (no employer match) and free personalized retirement planning advisors; monthly stipends for remote work and personal phone expenses; and paid professional development expenses

Start Date: June 1, 2022 or earlier

Hours: Full time (40 hours/week) Non-Exempt. The position will staff monthly virtual evening legal clinics, which may be in-person in the future.

Location: Due to the pandemic, Communities Rise (CR) staff have been working from home. Once it is safe to reopen the offices, this position will require some physical presence at our Seattle office, as well as an ability to attend required meetings at the office.

Position Summary

Communities Rise is hiring a regular full-time Volunteer Engagement Manager to manage our volunteer engagement and legal clinic programs. We are seeking candidates who are community-minded, committed to racial equity, self-motivated, detail oriented, strategic, and enjoys collaborating with community partners. The Volunteer Engagement Manager will work closely with our Legal Team and Development Director on developing and strengthening our relationships with legal community partners, including our volunteer attorneys, law firm partners, and corporate in-house legal partners. This position will also collaborate with community partners that serve BIPOC led and serving community organizations. The Volunteer Engagement Manager must enjoy and be skilled at building and stewarding relationships with individual volunteers and donors and institutional partners (eg. law firms, funders) and understand the importance of strong strategic partnerships to accomplish our mission. This position will also manage our monthly legal clinics, including recruiting volunteer attorneys and law students to staff the clinic and working with community partners to identify clients for the monthly legal clinics.

Communities Rise's mission is to foster movements to build power in communities impacted by systemic oppression. To create a more equitable system we pursue cross-sector collaborations and provide capacity building and legal services for community organizations and microenterprises.

- **Cross-Sector Collaborations** - We team up with funders, community organizations and community leaders to co-design, implement, and elevate initiatives for equity, diversity, and inclusion.

- **Capacity Building** – We build capacity in community organizations working in communities impacted by systemic oppression through our nonprofit cohort program, grant writing, and fundraising clinics.
- **Legal Services and Trainings** – We provide legal support to nonprofit organizations and microenterprises on their business legal needs through direct representation, legal clinics, and legal trainings.

Before we were Communities Rise we were two organizations working in collaboration that decided to merge, Wayfind and the Nonprofit Assistance Center (NAC). Wayfind provided the legal services while NAC focused on capacity building. Fast forward two years through a global pandemic, and we are still learning what it means to be a fully merged organization. The pandemic has created opportunities for us to get creative with our strategic planning process and as an organization decide how we are going to participate in rebuilding the world we would like to leave for future generations.

What we value

- Openness, flexibility, and commitment to collaboration and shared leadership.
- Comfort working with a diversity of groups and interests.
- Inclusivity and relationship-focused leadership.
- Recurring and frequent feedback provided amongst all team members.

Job Responsibilities

- Volunteer Engagement Program Management
 - Design and implement a Volunteer Engagement Program to ensure our legal services, clinics and educational programs are staffed by our volunteer attorneys and that our volunteer attorneys feel supported and appreciated.
 - Build relationships with our legal community partners to develop an engaged volunteer roster.
 - Plan for and attend relationship building meetings and events with legal community partners.
 - Database entry to capture all volunteer and sponsor activity.
 - In collaboration with our Development Director, build strong relationships with our legal community sponsors.
- Legal Clinic Program Management
 - Collaborate with and strengthen relationships with community partners on the Legal Clinic program.
 - Track and create reports for funders and community partners on the Legal Clinic program
 - Staff monthly Nonprofit and Small Business Legal Clinics (evenings).
 - Coordinate and implement all logistical aspects of the Legal Clinics, including scheduling of volunteers and clients, communicating with volunteers and clients, and training and supporting of volunteers.
 - Database entry to capture all legal clinic activities including volunteer and client engagement.
- Team Participation and Other Responsibilities
 - Attend weekly staff and team meetings
 - Participate in strategic planning and other internal planning processes

- Participate in our ongoing work to advance our commitment to racial equity

Desired Qualifications

- Enjoys and is skilled at community partner relationship building
- Experience stewarding volunteer and donor relationships.
- Experience in the legal, access to justice, or legal pro bono community preferred but not required.
- Strategic thinker – Ability to plan for improvement and growing impact of programs
- Well-organized and detail oriented
- Life-long learner
- Committed to racial equity and centering our work around communities of color and communities impacted by structural oppression
- Interested in developing leadership in a shared leadership structure
- Experience with: Google Workspace, Zoom, Microsoft Word, Excel, Powerpoint, Salesforce (preferred), and Mailchimp

To Apply

The priority deadline is **April 29, 2022**. To apply, email your resume, and 2-3 paragraphs in the body of your email telling us why you are interested in joining our team, about your experience in community, why this work is important to you, and where you learned about the position to jobs@communities-rise.org and indicate **“Volunteer Engagement Manager”** in the subject line.

Timeline

We will review applications on a rolling basis and the priority deadline is **April 29, 2022**. We will hold telephone screening interviews of selected candidates for about 20-30 minutes. There will be a second round of Zoom interviews with final candidates between May 2-13, 2022

We will be checking references of final candidates *prior to* the Zoom interview. We would like the position’s start date to be late May to early June 2022.

Communities Rise is an Equal Opportunity Employer and welcomes and encourages people from communities of color, people with disabilities, indigenous, refugee, immigrant, working class, and/or LGBTQ communities to apply for this position. Communities Rise will provide, excepting any undue hardship, reasonable accommodations for candidates taking part in all aspects of the hiring process.

3642 33rd Avenue, South · Suite C4 · Seattle, WA 98144