



Job Opening

POSITION:	Community Impact Director
CLASSIFICATION:	Full-Time, Exempt/Salary
LOCATION:	1845 E. Lake Street, Minneapolis, MN 55407
CLOSING DATE:	Open Until Filled
ORG WEBSITE	www.littlebrothersmn.org

Little Brothers-Friends of the Elderly has a unique position available for someone who can take a vision and make it happen.

We are looking for an energetic, inspirational and strategically-minded team leader who can build a first-class volunteer support system that achieves ambitious goals. The successful candidate will spearhead an effort that bridges program-service delivery with a robust volunteer support and recognition program that will make LBFE one of the best places to volunteer in the Twin Cities. This initiative will greatly expand LBFE's capacity to alleviate isolation and loneliness among our community's elders.

Whether you are from the corporate or nonprofit sector, your proven record of building successful programs can be put to work empowering staff and volunteers to build a community where no elder feels alone in life, and every elder is valued and loved.

Does this person sound like you?

If you want to use your experience and talents to make a meaningful difference in the world, please apply today!

JOB SUMMARY:

The Community Impact Director is a leadership position at LBFE. The position leads the transformation of LBFE to a scalable service delivery model that utilizes volunteers to deliver more service to a growing number of Elder Friends, LBFE's service recipients.

The Community Impact Director builds and manages a robust volunteer management and recognition program with the support of the Community Outreach Director, who is responsible for recruitment and orientation, and the Elder Advocate who manages the engagement strategies and satisfaction of Elder Friends.

JOB RESPONSIBILITIES:

- As part of the executive director's leadership team, work with program staff and volunteers to develop and implement programs and strategies that grow the quality and quantity of service delivered through a new and evolving volunteer recruitment, support and recognition system.

- Manage and support Elder Advocate to ensure elder service recipients are provided meaningful and effective engagement strategies that effectively and measurably reduce isolation and the perception of loneliness.
- Manage and support Community Outreach Director to achieve ambitious volunteer recruitment and training goals.
- Provide performance evaluation and management for staff, including goal setting and professional development.
- Build and manage a volunteer management and recognition program that positions LBFE to be recognized as a “Top Volunteer Opportunity” in the Twin Cities.
- Develop and utilize data tracking systems to analyze effectiveness of programs and processes.
- Develop and manage a transition from staff-led programming to Volunteer Leadership Teams for delivery of LBFE’s secondary programs.
- Develop and manage support systems for office support volunteers and interns, ensure the smooth management of the daily volunteer operations.
- Manage program budget, authorizing expenses and assuming responsibility for balancing the budget.
- Contribute to the overall agency strategic planning process.
- Maintain positive and regular contact with current volunteers and partners.
- Develop new partnerships and collaborations with community organizations/businesses to enhance LBFE services.
- Engage in public leadership and outreach on behalf of LBFE to promote service delivery model.
- Collaborate with various outside service professionals when appropriate to enhance LBFE’s internal programming.

REQUIRED QUALIFICATIONS:

- Bachelor’s degree or equivalent and a minimum of five to seven years of professional experience or an equivalent combination of education and experience. Master’s degree preferred.
- Experience building and operating innovative programs. Volunteer program management and/or human service program management experience is preferred, but not required.
- Experience leading large and small dedicated teams to achieve ambitious results.
- Experience and proficiency with computer software including MS Office, presentation, social media and database platforms. Results Plus database and Better Impact volunteer management experience preferred.
- Strong verbal and written communication skills.
- Excellent interpersonal skills and ability to collaborate effectively with multiple team members.
- Ability to interface well with internal and external business associates in a highly professional manner and to maintain the highest level of confidentiality in both internal and external relationships.
- A strong interest in working for a mission-driven nonprofit organization dedicated to serving others.
- Ability to manage confidential and sensitive information with discretion, tact and professionalism is required.
- Ability to motivate and influence others and to foster a sense of teamwork throughout program staff.
- Demonstrated leadership and strategic thinking abilities.
- Self-starter with the ability to prioritize big-picture ideas and execute into tangible actions.
- Ability to envision possibilities and to develop new and creative approaches to the service delivery model.
- Entrepreneurial spirit with high-energy and drive to set and achieve ambitious goals.
- Ability to manage and inspire staff and volunteers, work effectively with people of various backgrounds, independently, as well as a member of a team.
- Knowledge of challenges and issues involved with aging seniors.
- Knowledge of financial, budgetary and reporting procedures for non-profits.
- Possess appropriate transportation with an ability to meet agency insurance standards when using own vehicle on the job.

ORGANIZATION SUMMARY:

Little Brothers - Friends of the Elderly is a volunteer-based non-profit organization committed to Alleviating isolation and loneliness among older adults in the Twin Cities. Elders are a precious resource and represent the fastest growing segment of the population. Friends of the Elderly provides companionship services to a growing number of elders, including in-home visits, advocacy, holiday meals, social activities, and more. These services result in greater independence and well-being, and provide the social connections necessary to age in place successfully and safely.

Please send cover letter and résumé to: jfalvey@littlebrothersmn.org