



National Volunteer Network Manager

We are the American Brain Tumor Association (ABTA). Our mission is to advance the understanding and treatment of brain tumors with the goals of improving, extending and, ultimately, saving the lives of those impacted by a brain tumor diagnosis. We do this through interactions and engagements with brain tumor patients and their families, collaborations with allied groups and organizations, and the funding of brain tumor research.

Founded in 1973, the ABTA was the first national advocacy organization committed to funding brain tumor research and providing information and education on all tumor types and all age groups. For more than 40 years, we have been providing comprehensive resources that support the complex needs of brain tumor patients and caregivers, as well as the critical funding of research in the pursuit of breakthroughs in brain tumor diagnosis, treatment and care. We do all of this from our headquarters in Chicago, IL. We are located near the O'Hare airport with convenient, easy access to both the Blue Line and I-90.

To learn more about us, please visit our website at <http://www.abta.org> (no direct inquiries or third parties please; only online applications will be considered).

To the right **National Volunteer Network Manager**, we offer:

- Health, Dental, Vision, Life, Flexible Benefits, and Disability insurance
- 401(k) matching
- Paid time off and holiday schedule
- Collaborative, team environment
- Entrepreneurial, innovative spirit
- Opportunity to make a difference

Position Summary

The **National Volunteer Network Manager** will work as part of the Advancement management team to plan, develop, and manage a strategic, unified, and consistent process for nationwide volunteer engagement. This position is responsible for assisting all divisions of the ABTA in creating and implementing creative and productive ways of involving volunteers and providing volunteers with a quality volunteer experience. In addition, this position will work closely with the Chief Advancement Officer to develop volunteer-to-donor and donor-to-volunteer strategies and maintain a portfolio of individual volunteer donor prospects. This position will also provide oversight to the overall operation of the ABTA Volunteer Network, including volunteer recruitment onboarding and training as well as policies, procedures and best practices.

Position Duties and Responsibilities

- Manage overall operation of the ABTA Volunteer Network.
- Work with the Chief Advancement Officer to develop volunteer-to-donor and donor-to-volunteer initiatives, to increase individual donations. Maintain own portfolio of individual volunteer giving prospects.



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- Provide leadership and coaching to distinct groups of volunteers including fundraising volunteers and programmatic volunteers.
- Work on all levels and programs with the ABTA to plan, develop and manage a grassroots, unified and consistent process for involvement of volunteers.
- Collaborate with Advancement Director of Events to identify and cultivate volunteers, sponsors, and community partners in existing and future BT5K Run/Walk markets.
- Plan and organize multiple recruitment events and programs for new and existing volunteers.
- Develop outcome metrics and analyze the effectiveness of the volunteer program to include, but not limited to, reporting on volunteer recruitment goals, demand fulfillment, volunteer-donor status, and volunteer impact.
- Develop a volunteer recognition program to thank and publicly acknowledge key individuals and organizations.
- Develop budget for the National Volunteer Network and manage financial resources with the approved budget to ensure good stewardship.
- Ensure that programs and content delivery strategies and plans are aligned with ABTA's strategic plan and financial objectives.
- Ensure that the volunteer experience is easy to access, meaningful to the volunteer and productive for the ABTA.
- Work with Marketing & Communications team to help support and provide content for marketing and collateral materials, website and social media.
- Work closely with Operations Manager to maintain and leverage the appropriate technology to manage the National Volunteer Network Constituent Relationship Management (CRM) program.
- Manage Volunteer Specialist
- Represent the ABTA at community events and networking opportunities on behalf of the organization.
- Other duties and responsibilities may be assigned at any time.

Knowledge / Skills / Abilities

- Bachelor's degree
- Must have 5 to 7 years of experience in nonprofit management, with a focus on volunteer fundraising events, community development, volunteer management and individual giving.
- Ability to quickly assimilate the broad duties and unique perspectives of various functional groups and understand how each contributes to the project.
- Excellent oral and written communication skills.
- Strong interpersonal and relationship building skills.
- Ability to manage multiple projects with multiple priorities and objectives.
- High degree of creativity, responsibility, initiative, and professionalism.
- Ability to function as a dependable project manager and team player.
- Must demonstrate a positive outlook, enthusiasm, high energy and be self-motivated.



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- Experience managing staff, volunteers and volunteer committees.
- Familiarity with technology-centric methods of delivering event information, news and follow up.
- High proficiency with MS Word, Excel, PowerPoint, Raiser's Edge and Convio fundraising software.
- Ability to travel up to up to 25% and work some evenings and weekends for professional meetings and nationwide community events.
- Must have reliable transportation.

Work Environment

Work environment may involve moderate risks or discomforts, which require special safety precautions (e.g., automobile and airplane travel). This position may require some travel, up to approximately 30% travel. Additionally, while performing the duties of this job, the employee may be exposed to weather conditions prevalent at the time. The noise level in the work environment is usually moderate.

Physical Demands

Work requires some physical strain such as long periods of sitting and walking while handling company business. The employee must occasionally lift and/or move up to 50 pounds, including boxes of ABTA literature and supplies for various events. Specific vision abilities required by the job includes close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Please send cover letter and resume by clicking the link below.

<http://www.jobs.net/j/JyAEjfyz?idpartenaire=20075>

Equal Opportunity Employer

ABTA, in conformity with applicable laws, is an Equal Opportunity Employer and does not discriminate on the basis of race, color, sex, sexual orientation, age, religion, national origin, or disability.