



Job Description - Hub Director

Purpose

- Build Regional Hub infrastructure and successfully direct its activities for the purpose of strengthening nonprofits, increasing citizen involvement through volunteering, and helping prepare the community for disaster response.

Responsibilities

- Increase the number of volunteer opportunities available on the online volunteer matching website.
- Build relationships with local nonprofit organizations for the purpose of increasing their capacity through training and technical assistance and the use of the online volunteer recruitment and matching system.
 - Visit and train local nonprofits on the use of the online matching system, ensuring that each nonprofit post at least one volunteer opportunity.
 - Assist and support nonprofit staff with volunteer management issues through: managing group volunteer projects and offering training opportunities in volunteer management.
 - Assess nonprofits and offer training to meet their needs.
- Coordinate training with Funding Partners.
- Market volunteer opportunities to the community through e-newsletters, social media, print/live media outlets, speeches, booths and fairs.
- Promote Days of Service and manage at least 2 local volunteer group events such as 9/11 Day of Service, MLK Day of Service and Remembrance and other community events.
- Produce and send monthly invoices and quarterly reports to VM:
- Create an ongoing process and/or scheduled event(s) for the purpose of recognizing volunteers for outstanding service.
- Manage daily business operations of the Regional Hub.

Qualifications

- Marketing & Public Relations/Relationship Building skills
- Passion for community service and volunteering
- Knowledge of nonprofit organizations, community needs and volunteering
- Proven Business/Organizational skills
- Excellent verbal and written communication skills
- Excellent computer skills and ability to learn new software
- Management and leadership capabilities
- Ability to successfully work with diverse populations
- Four year degree in Human Services, Marketing, or Business
- Previous experience working with a Volunteer Center or Nonprofit Resource Center, and/or managing a volunteer program is a plus.



Duties and Responsibilities of the Volunteer Hub Director

Nonprofit Relationship Building

- Meet one-on-one with agency representatives (executive director or volunteer coordinator) about the hub in general and Get Connected (a.k.a. the Mississippi Hub Network) specifically
- Provide training on Get Connected as needed
- Monitor progress of nonprofits' program effectiveness following training
- Keep nonprofits informed of happenings and events in the nonprofit sector
- Assist the Alliance with setting up and promoting trainings
- Assist with planning and implementation of regional nonprofit forum

Volunteer Connections

- Coordinate group volunteer activities
- Host volunteer recognition event
- Plan and carry out project for 9/11 National Day of Service
- Plan and carry out project for MLK National Day of Service
- Plan and carry out annual nonprofit/volunteer fair
- Connect with EMAs regarding volunteer efforts following disasters

Media and Promotions

- Use social media to promote nonprofits, recognize volunteers, and call for volunteers or donations
- Maintain/update both websites (volunteernems.org and volunteernems.galaxydigital.com)
- Publish nonprofit and volunteer newsletters (monthly)
- Write press releases and appear on television and radio to promote events

Record-keeping

- Complete and submit service invoices (monthly)
- Complete and submit financial and service reports (quarterly)
- Collect volunteer data from nonprofits (monthly)

Community Awareness

- Set up booth at community events
- Participate in coalitions (including University Community Collaborative, Tupelo Homeless Task Force, Mayor's Outreach Task Force, Tupelo Hometown Retirement Task Force, Stand Beside Her Coalition)
- Speak to civic groups about the volunteer hub

Other

- Assist with special projects as needed (e.g. assist Hunger Coalition with sweet potato giveaway, process CARES grant applications for CREATE, deliver face masks to nonprofits in need)
- Apply for grants and obtain sponsorships for additional funding