



JOB DESCRIPTION: Volunteer and Partnership Manager

Everybody Wins DC Background

When a child reads or is read to, he develops the skills needed to succeed in the classroom and beyond. Yet not all children have equal access to reading-based supports. That is why since 1995, Everybody Wins DC has been bringing its reading programs directly to the children who need it the most. This includes:

- Power Readers, a one-on-one mentoring program;
- StoryTime, a read-aloud experience that exposes children to new ideas and opportunities; and
- The Book Project, a free book distribution effort to promote equitable access to books and literacy supports.

EWDC programs are currently offered virtually and on-site at schools and community sites across the Washington Metro Area, reaching more than 1,000 students annually. EWDC works with individual volunteers and organizational partners, including law firms, media companies, government agencies, Congressional offices, and trade associations, to support day-to-day program delivery.

Position Overview

EWDC seeks a qualified candidate to serve as a **Volunteer and Partnership Manager**. The position reports directly to the Director of Programs. The primary functions of the position include:

- Developing, implementing, and tracking program engagement plans which reflect both partner and EWDC priorities;
- Managing the volunteer registration and clearance process;
- Developing, implementing, and tracking volunteer recruitment/engagement strategy; and
- Providing programmatic and operational support for EWDC's shared reading programs.

The Volunteer and Partnership Manager is a full-time position with a competitive salary and is eligible for EWDC's robust benefits package, including health insurance, 401(K) and generous time off. This position is normally based in the EWDC main office and requires travel throughout the Washington Metro Area on a regular basis. However, due to the COVID-19 pandemic, this position currently maintains a hybrid schedule of remote work and in-person community and office-based activities. EWDC is planning for a full return to in-person work in or around September 2021 but may continue to allow for flexible work arrangements depending on the needs of the organization. Completion of a background check and fingerprinting is required.

Position Duties

Volunteer & Partnership Management

- Coordinate and manage relationships with a portfolio of EWDC partner organizations, including targeted volunteer recruitment and retention efforts for all programs
- Identify and cultivate relationships with potential new partner organizations
- Manage and continuously update partner records in Salesforce
- Organize day of service events for partner organizations or potential partner organizations
- Assist with volunteer recruitment, including outreach to potential partner organizations and mentors, development and delivery of recruitment materials, and conducting information sessions
- Organize events for EWDC volunteers
- Act as an ambassador for EWDC at events to help identify and develop new partnerships



- Coordinate EWDC's efforts to ensure that all volunteers meet required polices for working with students, including obtaining necessary background clearance
- Assist in the development of volunteer resource materials
- Work closely with the Director of Development and Director of Programs on overlapping relationships with partner organizations
- Supervise part-time staff or interns that support partner program engagement activities

Program & Operational Support

- Organize special shared reading events at schools and service sites with guest readers
- Assist in the collection and analysis of program data
- Support the development and maintenance of program materials, operating procedures, forms, and manuals
- Support and assist in delivery of trainings for school- and community-based staff
- Attend regular trainings, meetings, and EWDC events

Qualifications

- Excellent oral and written communication skills
- Strong professional presence and demeanor
- Willingness to take initiative
- Demonstrated ability to work flexibly and efficiently with a team in a fast-paced environment
- Ability to multi-task across multiple projects while maintaining attention to detail
- Ability to anticipate challenges and opportunities and proactively and appropriately address them
- Strong computer skills; CRM/database experience a plus
- Strong interpersonal skills, sound judgment, and discretion
- High standards, integrity, and well organized
- Bachelor's degree required

TO APPLY: Please send a cover letter and resume to jobs@everybodywinsdc.org.

EWDC is an equal opportunity employer and does not discriminate against any employee or applicant for employment based on race, color, religion, national origin, age, gender, sex, ancestry, citizenship status, mental or physical disability, genetic information, sexual orientation, veteran status, or military status.