



Volunteer Recruitment Manager

Volunteer Engagement Committee

Organization Mission and Vision

The Young Nonprofit Professionals Network of Washington, DC (YNPNdc) works to elevate, energize, and educate the Washington DC Metro nonprofit community by sharing resources, building skills, and fostering connections.

YNPNdc is an independent 501(c)(3) organization, affiliated with the Young Nonprofit Professionals Network (YNPN), which serves more than 50,000 members and includes chapters in more than 40 cities. Our vision is an inclusive community of forward-thinking and inspired professionals equipped to lead the nonprofit sector.

Position Overview

The Volunteer Recruitment Manager plays a pivotal role in building and sustaining YNPNdc's volunteer base. This position is responsible for developing and implementing effective recruitment strategies to attract and engage passionate individuals who align with our mission.

Responsibilities

- **Volunteer Recruitment:**
 - Develop and execute an annual volunteer recruitment plan aligned with organizational goals.
 - Identify and cultivate relationships with potential volunteer sources within the nonprofit sector and broader community.
 - Create compelling volunteer opportunities and descriptions to attract diverse candidates.
 - Manage volunteer recruitment platforms, ensuring accurate and up-to-date postings.
 - Track and analyze volunteer recruitment metrics to measure effectiveness and inform future strategies.
- **Volunteer Management:**
 - Fill volunteer vacancies promptly and efficiently to meet organizational needs.
 - Onboard new volunteers, providing necessary training and orientation.
 - Maintain accurate volunteer records and data.
 - Foster a positive and inclusive volunteer experience.
- **Volunteer Engagement:**
 - Plan and execute virtual volunteer recruitment events, such as open houses, to generate interest and attract new volunteers.
 - Develop engaging content and materials for recruitment efforts.
 - Collaborate with other departments to identify volunteer opportunities that align with organizational priorities.

Preferred Qualifications

As a young professional organization, YNPNdc is committed to providing opportunities for young and/or aspiring nonprofit professionals to develop the skills needed to advance their nonprofit careers. As such,



the qualifications below are not required to apply for the position, but applicants should have interest in gaining experience and/or further advancing their knowledge in these areas:

- Passion for YNPNdc's mission and a strong commitment to volunteerism.
- Excellent organizational and time management skills.
- Strong interpersonal and communication skills, both written and verbal.
- Proficiency in using volunteer management software and recruitment platforms.
- Experience in event planning and execution.
- Ability to work independently and as part of a team.

Volunteers will begin in October 2024 and are expected to serve a 12-month term. Applications are due Sept. 19.

Apply at <https://forms.gle/35M6PTwpZR65KuWf6>