

## **Pride Foundation Volunteer Manager - Job Announcement**

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Pride Foundation seeks an experienced, passionate, and motivated Volunteer Manager based at its regional headquarters in Seattle. This is a fast-paced and pivotal position for a creative and dynamic team player who wants to use their skills and experiences to positively affect change for lesbian, gay, bisexual, transgender, and queer (LGBTQ) people and their families across the Northwest.

### **About Pride Foundation**

Pride Foundation is a regional community foundation that inspires giving to expand opportunities and advance full equality for LGBTQ people across the Northwest, including Alaska, Idaho, Montana, Oregon, and Washington. Through grants, scholarships, and initiatives, Pride Foundation has invested over \$50 million in hundreds of nonprofit organizations, local leaders, and student scholars since our founding in 1985.

Pride Foundation has a \$3 million operating budget with 16 full-time employees and several student interns. It is governed by a Board of Directors with 22 members from across the five-state region with diverse professional and personal backgrounds. The Volunteer Manager reports to the Director of Programs.

### **Primary Responsibilities**

The Volunteer Manager recruits, supervises, and coordinates all volunteer, internship, and mentorship functions within all aspects of the Foundation's program activities across the five states. This position is responsible for developing, promoting, and maintaining a wide range of volunteer and internship opportunities designed to facilitate community involvement, support community engagement, cultivate leadership, and connect back to the Foundation's mission, philosophy, strategic goals, and commitment to racial equity.

### **Ongoing Responsibilities**

#### **Engagement**

- Build and maintain relationships with volunteers, interns, scholarship alumni, donors, supporters, ERGs, and community leaders.
- Develop and implement effective strategies to recruit, train, and coordinate volunteers to serve on scholarship and grant review committees, regional leadership action teams, and mentorship programs with a focus on engaging LGBTQ people of color, transgender people, LGBTQ seniors, rural LGBTQ people, and youth.
- Expand and formalize Pride Foundation's scholarship alumni network and coordinate mentorship program.
- Coordinate our community building strategies to deepen engagement among all LGBTQ people and allies, including people who are economically, racially, socially, geographically, or politically disenfranchised.
- Host and attend recruiting events within the community to attract a diverse group of volunteers, interns, and mentors.
- Develop, organize, and participate in volunteer recognition programs, appreciation activities, and special events.

- Deliver outreach and education workshops, trainings, and seminars for community groups, employee resource groups, and service clubs.
- Participate actively in philanthropy and community engagement by serving on committees and attending community events.
- Work with communications department to publicize opportunities for volunteers.
- Build and maintain relationships with college and university internship programs.

### **Implementation**

- Conduct and/or arrange for volunteer, intern, and leadership action team orientations and trainings.
- Arrange and manage administrative volunteers with assignments related to operations, programs, outreach, special events, and development.
- Develop and manage volunteer and intern policies, procedures, and standards of service.
- Confer with volunteers to resolve grievances and promote cooperation and interest.
- Implement ongoing feedback systems for volunteers, interns, alumni, mentors, and programs applicants and compile and analyze results to help with program improvements.
- Survey staff regularly to assess volunteer needs and maintain volunteer and intern assignments and descriptions.
- Recommend the most efficient use of volunteers, appropriate volunteer/supervisory mix, and future workforce needs to support volunteer program operations.
- Maintain accurate records and provide timely statistical and activity reports on volunteer participation.
- Other duties as assigned.

### **Skills, Abilities, and Knowledge**

#### Recommended

- Experience with volunteer management and knowledge of current trends related to volunteerism.
- Strong interpersonal and conflict management skills and ability to collaborate and work as part of a team.
- Outstanding organizational skills, creativity/innovation, attention to detail, ability to gracefully manage multiple deadlines and priorities.
- A commitment to providing quality service to all Pride Foundation constituents, and the ability to develop a positive working relationship with staff, volunteers, board members, donors, and community supporters.
- Flexibility: may be required to work some evenings, weekends, and occasional travel.

#### Helpful

- Knowledge of LGBTQ communities and issues.
- Demonstrated understanding and experience working on issues related to racial, economic, and reproductive justice, and working in rural communities.
- Commitment to and passion for Pride Foundation's mission and programs.
- Strong verbal and written communications skills; the ability to communicate Pride Foundation's mission and interests to a broad audience; adept at developing and delivering trainings.
- Good working knowledge of Microsoft Office software applications.
- Scholarship or grant making and/or grant seeking experience.

## **Salary and Benefits**

Salary is competitive. Pride Foundation determines its staff salaries using the Washington Nonprofit Wage & Benefit Annual Survey. Each salary is based on the average of similar positions in organizations of comparable size. For this position, the salary minimum is \$45,000.

Excellent employer-paid benefits: medical (includes coverage of gender-confirming health services and procedures), dental, and vision coverage along with disability insurance, employer retirement account contribution, and option for employee to invest in an individual retirement account.

## **To Apply**

Pride Foundation is a proud equal opportunity employer committed to an inclusive work environment and to building a team that reflects the rich diversity of our community. People of color, people with disabilities, and people of diverse sexual orientations, gender expressions and identities who are underrepresented in the field of philanthropy are encouraged to apply.

Send letter of interest and resume to: Gunner Scott at [gunner@pridefoundation.org](mailto:gunner@pridefoundation.org). Please include "Volunteer Manager" in the subject line of your email.

Interested candidates are encouraged to submit their applications by **Friday, April 15 for best consideration**. The position is available immediately. All applications will be reviewed and acted upon as they are received. The position will be filled as soon as the appropriate candidate is found.

For more information about Pride Foundation, please visit our website:  
[www.PrideFoundation.org](http://www.PrideFoundation.org).