



Volunteer & Contributions Manager

Dress for Success Columbus is seeking a high-energy, creative team member with experience working with volunteers to support the backbone of our work....our amazing volunteers.

Responsibilities and Duties

- Ensure all volunteer positions are filled each week
 - Consisting of but not limited to Personal Stylists, Hospitality, Donation Intake, Outreach
- Coordinate Quarterly Volunteer Meetings
- Manage Incoming Volunteer Applications
 - DFS Columbus website and DFS Worldwide
- Host Monthly Volunteer Open House
- Provide volunteer coverage and training for events
 - Consisting of but not limited to Dine.Drink.Dress, Success InSight and Beyond the Suit Luncheon
- Supervise the Inventory Coordinators
- Coordinate and supervise Group Volunteer days
- Manage Year End Inventory process
- Manage all In-Kind corporate donations
- Manage In-Kind Donor data entry
- DFSC contact for donation drives in the community
- Maintain all Dress for Success Worldwide requests for annual volunteer data
- Other duties as assigned

Expectations

- The ideal candidate will be a proactive and observant multi-tasker capable of governing their workload and prioritizing tasks in a fast-paced environment.
- The organization is growing rapidly, so the successful candidate will need to be flexible and adaptable.
- The successful candidate will attend some events in the evenings and on weekends.

Qualifications and Experience

- Bachelor's Degree preferred Associate's Degree required

- Impeccable attention to detail
- Experience partnering with volunteers to execute on an organization's mission
- Microsoft Office and Salesforce skills
- Excellent written and verbal communication skills
- Ability to multi-task with a high level of independence and accuracy, set priorities and deliver on a deadline
- Exceptional interpersonal skills and professional composure
- Professionally dressed at all times as a Dress for Success Columbus representative
- Have the ability to manage the physical demands of the role

Please respond to careers@dfscmh.org. Resumes will be accepted through March 14, 2019.