



JOB DESCRIPTION: VOLUNTEER ENGAGEMENT MANAGER

Downtown Boxing Gym Youth Program (DBGDetroit.org) is a 501(c)3, out-of-school time program for students aged 8-18, and alumni through age 25. Through education, athletics, mentorship and intervention, Downtown Boxing Gym (DBG) empowers Detroit students to become positive and productive members of society.

DBG has a database of hundreds of volunteers who provide support for a robust tutoring program, fundraising events, preparing mailings, holiday event support, boxing tournaments, and annual volunteer days. The volunteer engagement manager will be responsible for coordination, recruitment, retention, and recognition of the entire volunteer program at DBG. This is a new role and requires an individual who is excited about further developing our volunteer program and annual volunteer appreciation event. In addition, this role will serve as the liaison between fund development and programming, determine ways to engage volunteers as donors and supporters, and find creative ways to occupy current partners as volunteer supporters.

DBG is seeking a **full-time Volunteer Engagement Manager**. This position reports to the Development Director, Carolyn Geck, with Dotted-Line reporting to the Program Director, Katie Solomon. For consideration, please include a cover letter, resume and three references when applying for this position. **Materials can be sent directly to Tanya Tarleton, Human Resources Director, at ttarleton@dbgdetroit.org.**

COMPENSATION

Job Type: Full time **Schedule: Flexible hours equivalent to full time, outside of set schedule**
Monday through Friday from 3:30 - 7:00pm, and evenings and weekends as required

Salary: \$40,000 - \$45,000

Benefits: All full-time employees are eligible to receive healthcare benefits, paid time off, 401(k) with company matching and company paid short-term disability coverage. Professional development opportunities available and encouraged.

RESPONSIBILITIES

- Manage DBG volunteer communications, including email, texts, phone calls, and newsletter communications
- Utilize Salesforce volunteer database for volunteer organization, scheduling, and tracking service hours
- Coordinate volunteer needs with program and development team leads
- Manage volunteer calendar and update all relevant teams to any changes
- Lead volunteer facility tours, orientations, and trainings
- Modify and update the volunteer handbook, as needed, and track all signed waivers
- Establish volunteer recruitment program, including individuals and corporate partnerships
- Identify and implement recognition program, and plan and execute an annual volunteer appreciation event
- Manage and coordinate corporate volunteer events with large groups of volunteers
- Identify community service opportunities for students and establish partnerships with external



organizations

- Contribute to volunteer program budget development, identification of volunteer program funding, and grant reporting as needed
- Develop a pipeline of donors through volunteer engagement
- Assist program and fund development teams as needed

QUALIFICATIONS

- Bachelor's degree preferred
- Minimum two years of volunteer coordination experience or equivalent professional experience
- Skillful interpersonal and communication abilities are essential, both written and verbal, for diverse audiences
- Comfortable working with computers, technology, and data systems
- Enthusiastic ability to work collaboratively with and be respectful of diverse team members, volunteers, supporters, parents, and students
- Outstanding time management skills
- Demonstrated high-level organizational skills and attention to detail
- Able to rapidly adapt to changing situations

Great to have:

- Knowledge of Salesforce or other CRMs
- Marketing, communications, business development experience
- Prior experience with youth development, after-school programs, or educational environments
- Previous engagement with low- to moderate-income families

**At DBG we go above and beyond,
not because we have to, but because we want to!**