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The Centre on Philanthropy

The Centre on Philanthropy is looking for a dynamic, creative and community-minded individual to join their team as the Volunteer & Engagement Manager.

The Volunteer & Engagement Manager is a full time position (30 hours/wk).

(Increasing to 40 hours in January 2012)

The Volunteer & Engagement Manager will: manage the overall development and maintenance of The Centre's relationships with the nonprofit community; manage and promote VOLUNTEER.bm and volunteer management best practices; and manage, promote and educate the sector on pro bono volunteerism.

Specific Responsibilities include:

- Assist in the development and implementation of the annual plan for The Centre's Volunteer Programmes
- Assist in the development and implementation of The Centre's new Pro Bono Volunteerism Programme
- Develop, manage and execute special events promoting or supporting volunteerism
- Conduct ongoing trainings and information sessions promoting use of VOLUNTEER.bm with nonprofits, individual volunteers, and other interested parties
- Assist in the management and relationship development of The Centre's nonprofit members

The successful applicant will possess:

- Proven relationship management skills
- Knowledge of volunteer recruitment and management best practices
- Ability to effectively manage, develop, and utilise web- and software-based databases
- Proven event management skills
- Ability to manage multiple priorities
- Knowledge of Bermuda's Third Sector
- Ability to coordinate a team and to manage relationships, especially with volunteers
- Good writing, facilitation and public speaking skills
- Presentation skills

To apply, please forward:

- A cover letter and resume (please include a list of organisations you have volunteered with)
- A short essay (no less than 200 words) explaining the important role volunteerism plays in the nonprofit/charitable sector
- Three letters or contacts for references

Information should be sent to The Centre on Philanthropy

- By email info@centreonphilanthropy.org
- By hand Ground Floor, Sterling House, 16 Wesley Street, Hamilton HM 11
- By mail PO Box HM 3217 Hamilton HM NX

DEADLINE: May 13, 2011