



Program Director

Volunteer Fox Cities (VFC), is a nonprofit organization that has become a clearinghouse and resource for those seeking volunteers, including schools, businesses, and civic groups, along with governmental programs and nonprofit agencies. VFC links community volunteers to more than 100 nonprofit agencies that deliver critical services to vulnerable populations.

Are you ready to make a difference within your community?

The RSVP director has full-time responsibility for the development and operation of the Retired & Senior Volunteer Program, adhering to policy guidelines of AmeriCorps Seniors. The director is responsible for the daily management of RSVP and is actively involved with community organizations, RSVP volunteers and nonprofit community partners. RSVP director works with adults ages 55 & better, helping them to use their life experiences, skills, and talent to meet the needs of our communities.

How you'll make an impact:

- Develop annual goals and objectives in accordance with AmeriCorps Seniors
- Writes annual federal grant renewal, progress reports and federal financial reports
- Develop and review program budget in conjunction with VFC executive director
- Develop plans and assists the VFC executive director and board of directors in obtaining local funds to support the program's required 30% match
- Develop recruitment and retention plan to include all demographics represented in the service area
- Recruit, select, orient and place RSVP volunteers with nonprofit community partners
- Other duties as assigned

What you'll bring to the table:

- Bachelor's degree or 2 years of experience with a nonprofit organization in a managerial position or equivalent experience and training
- Experience in working with volunteers and adults ages 55 & better
- Grant writing skills
- Strong written and verbal communication skills
- Flexibility, management skills, computer literacy and valid driver's license
- Proficiency in Microsoft Office programs
- Data base experience

Benefits:

- Hourly rate: \$19.00 depending on qualifications and experience
- Two weeks paid vacation
- Paid holidays

- Contributions to a Health Savings Account
- Auto Mileage
- Health & Wellness Days
- Schedule:
 - Full-time 32-40 hours weekly
 - Flexible weekdays between 8:00 a.m. and 4:30 p.m
 - Occasional nights or weekend hours may be required for meetings and/or events
 - Travel to partner agencies, meetings and events as necessary

To Apply: Send cover letter and resume to: Susan Vanden Heuvel
Executive Director
Volunteer Fox Cities
2616 S. Oneida St., Appleton, WI 54915

Letter & resume may be mailed or emailed to: susan@volunteerfoxcities.org

No phone calls please