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Executive Summary

Executive Summary

The aging of Northern Virginia's population is a trend with great implications for the community, area local governments and the nonprofit service sector. The 2010 Census shows that the population in Virginia age 65 and older grew by 23.3 percent over the past decade (national rate was 15.1 percent). Seniors in this region tend to be better educated and expect a mentally-challenging and physically-engaged lifestyle. Baby boomers are aging in place; 70 percent of Northern Virginians age 55 and over are choosing to grow older while remaining in the area.

With this proposal, Volunteer Fairfax wishes to build on the foundation of the previous RSVP program and more strategically serve the entire region administered through a Volunteer Fairfax led-initiative with satellite offices at Volunteer Arlington and Volunteer Alexandria. This RSVP coalition would be known as the Northern Virginia RSVP Volunteer Center's Coalition (NV-RSVP-VCC).

The three partnering volunteer centers have been serving their communities for a combined total of more than 75 years. They have deep-seated relationships with the community including its volunteers, community leaders, government agencies and the nonprofit sector. Each has independently identified the need to engage in targeted outreach to the 55+ residents from their respective communities.

The NV-RSVP-VCC vision would serve the Northern Virginia community in three ways:

1. Reinstate the previously successful RSVP programs, but revise the model of operations to reduce replication while maintaining a strong local community presence. The program would encourage growth within all three local-level jurisdictions throughout Fairfax and Arlington Counties and the City

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of Alexandria.

2. Address the skilled, 55+ population who want opportunities to contribute to their community through a skilled-volunteer corps. These individuals can assist in management, operational and strategic planning and mentorship of nonprofit organizations.

3. Engage the large retired military community located in Northern Virginia through additional workstations/partnerships with established military-serving nonprofit organizations.

Based on the formula provided by Senior Corps, this RSVP grant will enable the NC-RSVP-VCC to serve 566 area senior volunteers. This initiative provides the vehicle for the three agencies to more actively collaborate, improve upon the former model, and re-energize older adult volunteer engagement to benefit Northern Virginia.

Strengthening Communities

Strengthening Communities

With this proposal, Volunteer Fairfax (VF) wishes to take the previous RSVP program in Northern Virginia community and build on that foundation to more strategically serve the entire region. The initiative, administered by VF with satellite offices at Volunteer Arlington (VolArl) and Volunteer Alexandria (VolAlx), this RSVP coalition, would be known as the Northern Virginia RSVP Volunteer Center's Coalition (NV-RSVP-VCC).

The previous RSVP program in this region was administered from a single location. It attempted to serve an extremely large geographic area comprising nearly 450 square miles and encompassing three governmental jurisdictions: Arlington and Fairfax Counties and the City of Alexandria. Covering such a large area by one organization at one location limited the number of participating sites and senior

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participants. The NV-RSVP-VCC plans to bring the program to the local community level in each jurisdiction.

Northern Virginia consists of several counties and independent cities in a wide spread region generally radiating southerly and westward from Washington, D.C. into the Commonwealth of Virginia. With 2.6 million residents (about a third of the state), it is the most populous region of Virginia and the Washington Metropolitan Area. Notable features of the region include Ft. Belvoir, Ft. Meyer, the Pentagon and Arlington National Cemetery. For purposes of this grant the definition of "Northern Virginia" includes the City of Alexandria, the Counties of Arlington and Fairfax plus the cities and towns surrounded by these jurisdictions with 283,000 acres, a population of 1,357,300 and 4.8 person per acre density.

Volunteer Fairfax, Volunteer Arlington and Volunteer Alexandria have participated in long-standing partnerships. All three agencies are members of the Metro Coalition of Volunteer Centers (MCVC), an umbrella association of the Washington, DC area volunteer centers. Each volunteer center in the coalition markets to and provides services across the region. VolArl and VolAlx focus on the government and nonprofit partners that serve their distinct communities. VF serves the much broader region in part because of its operational size as well as the many nonprofits housed in Fairfax County. VF also has a very robust Corporate Services program that transcends jurisdictional borders. Even though there is a size disparity, the three agencies have partnered on many coalitions that address a vast array of issues in the region such as a multicultural outreach campaign, nonprofit capacity building and training, and a regional media campaign through the ABC affiliate serving the metropolitan area. These types of partnerships break down jurisdictional borders and encourage all to address community challenges as a whole.

VF has relationships with hundreds of nonprofits who serve seniors or would like to host senior volunteers in the metro area. For the past eight years, VF has partnered with government and other nonprofits to present a Senior/Boomer/Retiree volunteer fair called "Venture into Volunteering". VF

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has started a new partnership with the local Leadership program to develop a focus on newly retired seniors and cultivate their continuing leadership potential. Through these programs, VF has been able to grow and foster its understanding and relationship with other senior serving programs in our community.

Fairfax County, the largest jurisdiction in the area, with a population of 1,037,605, of which 9.8% are over 65 is anticipating the "silver tsunami" a demographic shift that is projected to result in a 32% increase in adults ages 50+ in Fairfax County by 2020. In 2007, the Board of Supervisors released "Anticipating the Future: Fairfax 50+ Action Plan 2007" which outlined the opportunities and challenges of this demographic shift; a shift that will affect programs and services countywide. By expanding our knowledge and engagement of the 50+ generation, VF is working to mitigate some of these identified challenges.

In Arlington County, Volunteer Arlington has been working to focus resources of the county on civic engagement, specifically targeted to older Arlingtonians. VolArl worked closely with the Arlington Community Foundation on a community survey and focus groups geared towards the engagement of older Arlingtonians and assisted with leading nonprofit capacity building for the 50+ volunteering community. As the county's volunteer center and a program of the Department of Human Services, VolArl has worked internally with the county's Aging Services program and the Arlington Agency on Aging, as well as with other county departments to develop the county's Wisdom Works & Flourishing After 55 initiatives. Arlington County has 217,483 residents, with 8.6% over the age of 65.

In The City of Alexandria, Volunteer Alexandria was a closely aligned partner with the former RSVP program when it was based at a neighborhood-based nonprofit within the City of Alexandria. VolAlx works in partnership with nonprofit and government agencies, as well as their local corporate community, to address issues that can be impacted and improved in the city through volunteering. Additionally, VolAlx works with their local government Aging Services programs and Area Agencies on Aging, as well as with external partners like AARP and former RSVP programs to promote and sponsor

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volunteer programming for older adults. The population of Alexandria is 150,006, with 9% over the age of 65.

A critical component to this region-wide proposal is sharing the resources of RSVP staff among the three volunteer centers. While the RSVP Program Manager will be housed at the VF office in Fairfax City, additional geographic coverage will be provided through program support at the partners' offices in Arlington and Alexandria. For this proposal we will refer to VolArl and VolAlx as RSVP satellite offices. These RSVP satellite staff -- RSVP Volunteer Specialists -- will be available on-site during set hours throughout the week. By implementing this system, the RSVP staff will maintain relationships with partners in all jurisdictions, as well as maximize RSVP's impact for the entire region. Most importantly, RSVP will come to the community and increase access while reducing the travel time and distance for the participating seniors.

If selected to receive this grant, the NV-RSVP-VCC will call on established partners:

- * Positively Aging Coalition (which explores how to best enable residents to age in place)
- * Area Agency on Aging of Fairfax and Arlington Counties and the City of Alexandria
- * AARP National and regional offices

Each partner will give input as to how they see the RSVP program best serving our community.

We will also reach out to the broader community to recruit and incorporate additional community partners, both organizational and individuals, to help craft and manage the RSVP program. All of the partners plan to tap into their connections to grow and enhance the NV-RSVP-VCC program.

Volunteers within this age group brings skills that could benefit the nonprofit sector including knowledge, experience and daytime availability. Local nonprofits and government agencies can use volunteers' management and/or administrative expertise without the budget constraints of hiring a consultant or program manager. The NV-RSVP-VCC program will provide a vehicle to synergistically connect the nonprofit sector and aging population, impacting the whole community.

The NV-RSVP-VCC plans to implement this program using three strategies:

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First, the VCC will work to reengage and connect to the "traditional" workstations that have had a long standing history with the previous program. Traditional workstations are defined as nonprofits serving in the human service and environmental arena where the senior volunteers assist with supportive non-stressful non-physically taxing jobs. The past RSVP program was very successful in these types of placements with over 300 active volunteers registered in the program. The three volunteer centers will leverage their knowledge, experiences and connections to increase the involvement of nonprofit organizations and their engagement with the 50+ population.

Second, we will work towards establishing a skilled volunteer corps that can address the varied needs of the nonprofit sector by using their expertise and talents (e.g, operational logistics, financial management, communications/outreach). These opportunities will include these types of volunteer opportunities:

- * Northern Virginia CASH initiative which uses volunteers to provide income tax services to low income individuals.

- * The Northern Virginia Literacy Council and the Volunteer Learning Program connect senior volunteers to adult based continuing education programs and provide instruction in English as a Second Language and citizenship classes,

- * Provide trainers to the local Computer C.O.R.E. focusing on job readiness, computer instruction and management and human resource support.

VF currently offers a program to better prepare nonprofits to effectively host skills-based volunteers.

Third, reaching out and establishing workstations/partnerships with military serving organizations.

This aspect will cover everything from providing "traditional" volunteer opportunities at our local Ft.

Belvoir Fisher House which could include administrative support, cooking a meal for the families that stay at the house or providing overall respite for the families. Another focus will be establishing

workstations at some of the military installations such as Vinson Hall, a retirement home for veterans by bringing volunteers into this facility to interact with the residents. The volunteers will be helping to

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combat isolation, depression and loneliness by providing social engagement and enrichment activities. Through these strategies and the RSVP platform, the NV-RSVP-VCC will work to strengthen our community through better engaging the 55+ population through service.

Recruitment and Development

Recruitment and Development

Through its network of nonprofit organizations and partnerships, the VCC will expand the offerings of the previous RSVP program to make it more regional in scope. More diverse service opportunities will be provided as well as more geographic locations for senior volunteers and enhancing the quality of the volunteers' lives. By inviting senior volunteers to represent the program at volunteer fairs and encouraging recruitment among their peers, the RSVP program will develop internal program leadership.

The VCC will ensure that the RSVP program continues its recruitment work through displays in libraries, senior centers, recreation centers, hospitals and senior housing areas in all three jurisdictions. Local events such as the semi-annual Senior Expo, a regional event with speakers, seminars and exhibits tailored to the needs of seniors or "Venture into Volunteering", an annual volunteer opportunities fair; and presentations to groups with a senior focus, such as NARFE and AARP offer greater outreach. In an effort to expand current recruitment efforts, VF, VolArl and VolAlx will reach out to their corporate partners with a predominant focus on their alumni/retiree programs. Media outreach is critical in announcing programs, as well as capturing any successes in post-event coverage. VF averages 7 media hits a week in a very busy metropolitan media market. Also, the VCC will enhance recruitment by tapping into its network of public officials, faith-based leaders, homeowner associations and other community connections.

Maintaining the commitment of the numerous host agency workstation staff is a key ingredient to the success of the volunteer placement. VCC will conduct extensive outreach to these individuals building a strong relationship and commitment to RSVP. Additionally, the VCC will use its ability to train and

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educate nonprofit and public agencies about best practices in volunteer management to help ensure good results and experiences for both the workstation staff and volunteers. Using RSVP volunteers to build and strengthen the current relationships will produce two results. One: creating leadership opportunities for the seniors and two: creating a multi-pronged connection with the workstation staff. From past experience, the VCC knows that maintaining close, continual connection with host site staff is a key indicator of success. VCC volunteer center partners have been successful at maintaining strong connections with previously enrolled RSVP volunteers and prior workstations. By having these established relationships, the VCC will be able to groom volunteers quickly, as well as work to expand the number of volunteer spots at each location.

A key element to make this program function efficiently and effectively will be the communication provided to both the workstations and volunteers. A communication strategy for keeping both parties engaged and aware of the programs benefits and opportunities will be developed based on the current practices as well as best practices implemented through the partners current signature programs; such as newsletters, annual updates on engagement to workstations, emails, social media, personal notes, phone calls and in-person visits as needed.

Program Management

Program Management

VF will be the managing organization housing the RSVP Manager as well as providing fiscal, human resources, operational, marketing and fundraising support. The partner agencies (NV-RSVP-VCC) will form a coordinating committee that will provide oversight and planning for the program. They will meet monthly for the first quarter of the grant year in order to ensure a smooth transition, as well as define plans for expansion, regionalization and retention of volunteers and additional workstations. The VCC anticipates that the advisory committee will also discuss management and supervision, as well as schedule site visits to the workstations.

After this initial period, quarterly meetings will be held. The RSVP Manager will be an active member of

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the committee and will receive direct supervision from the VF Executive Director and VF Deputy Director. Additionally, a community-based advisory committee will be formed, consisting of representatives from agencies that are engaged with the senior population. This will provide an additional resource of valuable expertise to share in the expansion of the program.

This model will include unique components to achieve a regionalized footprint. The RSVP Manager will be permanently based at VF, and the supporting program staff will have a set schedule of office hours at their respective satellite locations. In addition, the RSVP Manager will be responsible for coordinating bi-monthly interview days at the North and South Fairfax County Government Centers to make the program even more accessible to seniors across the region. To support the backbone of the RSVP program, a Grants Manager housed at VF will be responsible for the statistical and database management needed for the program. The Grants Manager would maintain the data for measuring impact and outcomes, as well as interviewing for, connecting with, and maintaining the workstations staff.

In an effort to preserve constant, open communication amongst the program staff, weekly meetings will take place through group video calling. Overall travel time will be significantly reduced for the RSVP program staff, allowing more time applied towards the success of the program. However, once a month, the program staff will be asked to attend an in-person staff meeting at the VF office.

The advisory committee will become an important component in keeping a broad regional point of view. Members will reflect the expansive diversity and richness of the region. Expectations for participation will be defined so everyone will have a clear understanding of the commitment and obligation they are making such as helping to conduct workstation site visits, participating on a subcommittee, and/or hosting a meeting.

Each of the partner volunteer centers has direct experience connecting volunteers, evaluating performance, and ensuring financial viability of its programs. We will ensure high-quality program management for the RSVP program by:

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1) Working with local nonprofits and government agencies in each of the jurisdictions to ensure needs are being met through meaningful volunteer placements in the community

a) Conducting site visits to assess the workstation needs, as well as identifying what community needs are being addressed

b) Assisting in the redesign of new and current position descriptions for workstation staff.

2) Twice a year surveying of volunteers and nonprofits to capture volunteer satisfaction, project accomplishments and community impact

3) Maintaining transparency in budgeting and accounting procedures so all volunteer centers understand how the funding it is being allocated among the participating centers

a) VF Board of Directors' Finance Committee (made up of certified public accountants from PricewaterhouseCoopers, Baker Tilly, Ernst & Young) will conduct monthly budget reviews as part of the general financial oversight of the Center

4) Consulting with the VF Development Director when applying for supplemental foundation grants, corporate sponsorships and individual donations to sustain the program

VF's Development Director will coordinate with the RSVP Manager to determine additional fundraising strategies. VF will take the lead in applying for new funding to leverage the program. With the regional approach, VF is confident that additional development avenues will be available from other jurisdictions, as well.

The workstation managers will be required to send a position description for each of their openings.

Referrals will be made with both the volunteer and the position description in mind.

RSVP members will be interviewed at length when they first join, and again later if they wish to expand or change their assignments to ensure that they are directed to the appropriate organization, mission and location that meet the volunteers' needs.

Organizational Capability

Organizational Capacity

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The volunteer centers involved in this proposal have direct experience in connecting volunteers -- youth, teens, adults and seniors -- to meaningful volunteer opportunities. VF will serve as the lead in this new coalition and be the fiscal agent. Coordinating and advisory committees will be established in order to provide a broader vision, policy, procedures and direction.

Volunteer Fairfax has over 37 years of experience in programming and oversight. It is a competent, highly regarded local non-profit social service organization and is the central resource for strengthening the community through volunteerism (FY12 budget - over \$800,000). Our mission is to mobilize citizens, communities, corporations and local governments to meet community needs in Fairfax County, Northern Virginia and the Washington area. In 2011, VF supported volunteer activities for over 16,556 individuals, and connected with more than 900 local nonprofits and 150 government agencies, as well as nearly 60 area corporations. Over the last year, VF generated more than 68,000 volunteer hours to area nonprofits, or approximately \$1,400,000 in value added services to the local economy through volunteers engaged in its 41 programs and services. Additionally, VF re-launched its website and volunteer opportunity database, VolunteerNow!, in February 2010. Since the re-launch, the website has generated more than 1.2 million page views, including more than 500,000 visits to VolunteerNow!. Current VF staff have experience managing federal grants. For example, the VF Executive Director has previously managed two different AmeriCorps grants (state and national direct), as well as federal funds through the Department of Homeland Security (UASI), with awards spanning from \$100,000 to \$500,000. The VF accountant manages the financial processes and also works with many non-profits in the region. VF is also fortunate to have on its Board of Directors a strong Finance Committee with members representing the largest accounting firms in the region, including Ernst & Young, Baker Tilly and PricewaterhouseCoopers. VF also has an outside firm conduct an audit annually.

VF currently houses twelve staff members, three of which are bi-lingual, and provides space for two to three staff people per office. If funding is awarded, a large office space will be reserved exclusively for the RSVP and Grants Managers. The volunteer center's employee handbook and documented financial

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procedures clearly spell out issues such as travel reimbursements, purchasing procedures and personnel policies. New staff participates in informal six-month reviews, as well as an annual performance review and personal-assessment, including professional and personal development opportunities, with their immediate supervisor and VF Executive Director.

Volunteer Arlington has been serving the Arlington community since 1972 when first established by the Arlington County Board. It operates within county government with three fulltime employees and a budget of \$283,317. VolArl embraces new technology tools to provide resources and services in new and exciting ways. With the launch of the Online Volunteer Connection and inception of the Community Volunteer Network, VolArl has been developing a model for the engagement of volunteers that was recognized by the National Association of Counties (NACo) and the National Association of Volunteer Programs in Local Government (NAVPLG) for innovation and outstanding contribution to community improvement. The model capitalizes upon the ability of the program to serve in its connector role while empowering and encouraging volunteers to take the lead in crafting programming catered to the interests and motivations from within their specific target group and community.

Volunteer Alexandria was founded in 1980 to serve as a link between individual volunteers and area nonprofit organizations and events in the City of Alexandria. VolAlx cares for the heart of Alexandria by mobilizing helping hands for those who need them most and providing volunteers with opportunity. They have 25,000 web hits annually, a mailing list of 5,900 people and partnerships with 400 nonprofits and public agencies. VolAlx's signature programs, the annual Business Philanthropy Summit and Community Service Day, as well as the city-wide celebration of giving, Spring for Alexandria, attract over one thousand people to give back to the Alexandria community each year. VolAlx believes an active volunteer community creates an environment in which all people can thrive and is committed to implementing innovative and effective strategies while sharing best practices. Their annual budget is \$150,000 with three part-time employees.

With this proposal, the NV-RSVP-VCC envisions one full-time (40 hours) RSVP Manager, a part-time

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Grants Manager, and two part-time Volunteer Specialists at satellite offices, with set hours in their respective locations. RSVP Manager and Grants Manager will report to the VF Executive Director and Deputy Director. Indirect supervision and guidance will be provided by each partner and the coordinating committee. The two Volunteer Specialists will be supervised by the RSVP Manager with day-to-day consultation with onsite hosts of Volunteer Arlington and Volunteer Alexandria. Each center will provide in-kind support through development and communications. Together, the VF Executive Director and Deputy Director, the VolArl Center Manager and the VolAlx Program Manager work with RSVP program staff to identify appropriate strategies in each of their jurisdictions as well as providing work space, computer, office equipment, phone and support. VF will provide the RSVP Manager with a laptop computer and cell phone to support the flexibility of the position and the need to be out in the community,

Other

Job Description: RSVP Grants Manager

Northern Virginia RSVP Volunteer Center's Coalition

The Northern Virginia RSVP Volunteer Center's Coalition (NV-RSVP-VCC) is seeking a Grants Manager for a new program serving active seniors in Fairfax County, Arlington County and the City of Alexandria, Virginia. The vision for the new NV-RSVP-VCC to reinvigorate and regionalize a program that engages seniors in skill-based volunteering, other volunteer leadership opportunities and expand outreach to the military community.

These positions support new RSVP programming in these communities as administered by Senior Corps through the Corporation for National and Community Service (CNCS). Positions will be based at the

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Volunteer Fairfax office in Fairfax City, Virginia.

RSVP Grants Manager - Volunteer Fairfax

Major responsibilities:

- serves as fiduciary agent for all RSVP grant funds
- provides all mandatory reports, statistics, and financial requirements to CNCS
- oversees and manages all RSVP funds and financial obligations
- supports RSVP program data needs and manages related technologies
- maintains central program publications, office supplies, and equipment

General qualifications:

- * Minimum of BA degree or related experience
- * Two or more years of professional experience in accounting, community organizing, program management or related activity
- * Volunteer management, networking, public presentation and coalition-building skills
- * Availability to attend meetings and presentations throughout Northern Virginia on evenings and weekends
- * Strong, proven ability to manage multiple partners and stakeholders
- * Excellent computer, organization and customer service skills, along with attention to detail
- * Knowledge of Northern VA, nonprofit and governmental service delivery system a plus
- * Bilingual skills a plus

The RSVP Grants Manager reports to the RSVP Manager & Volunteer Fairfax Executive Director

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This position is a part-time position located at Volunteer Fairfax, 10530 Page Avenue, Fairfax, VA 22030

Please email resume, cover letter and salary history to Volunteer Fairfax

Job Description: RSVP Volunteer Specialist

(one position in Arlington, VA and one position in Alexandria, VA)

The Northern Virginia RSVP Volunteer Center's Coalition (NV-RSVP-VCC) is seeking to fill two Volunteer Specialist positions with the NV-RSVP-VCC. The vision for the Coalition is to reinvigorate and regionalize the RSVP program, engage members in skill-based volunteering, other volunteer leadership opportunities and expand outreach to the military community.

These two positions lead the satellite offices of the NV-RSVP-VCC program as administered by Senior Corps through the Corporation for National and Community Service (CNCS). One position will be hosted at the Volunteer Arlington site and the other at the Volunteer Alexandria site.

RSVP Volunteer Specialist - Volunteer Arlington

Major responsibilities:

- engages with RSVP coalition, workstations, and partners to align, position and grow programming in

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respective community

- manages all RSVP satellite operations at respective volunteer center
- screens, interviews and engages new RSVP members
- cultivates and maintains open and collaborative relationships with area workstations
- maintains satellite program publications, office supplies, and equipment

General qualifications:

- * Minimum of BA degree or related experience
- * Two or more years of professional experience in community organizing, program management or related activity
- * Volunteer management, networking, public presentation and coalition-building skills
- * Availability to attend meetings and presentations throughout Northern Virginia on evenings and weekends
- * Strong, proven ability to manage multiple partners and stakeholders
- * Excellent computer, organization and customer service skills, along with attention to detail
- * Knowledge of Northern VA, nonprofit and governmental service delivery systems a plus
- * Bilingual skills a plus

The RSVP Volunteer Specialist reports to: RSVP Manager (at Volunteer Fairfax) and the hosted local Volunteer Center's Program Administrator.

This position is a part-time position located at Volunteer Arlington, 2100 Washington Boulevard -- 3rd Floor, Arlington, VA 22204 or at Volunteer Alexandria at 123 N. Alfred Street, Alexandria, VA 22314.

Please email resume, cover letter and salary history to Volunteer Fairfax. Please be sure to state your preferred work site: Alexandria, Arlington or no preference.

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Job Description: RSVP Manager

The Northern Virginia RSVP Volunteer Center's Coalition (NV-RSVP-VCC) is seeking a RSVP Manager. This position leads the new NV-RSVP-VCC program for Volunteer Fairfax, Volunteer Arlington and Volunteer Alexandria. The vision for the new NV-RSVP-VCC is to reinvigorate and regionalize the program, engage members in skill-based volunteering, other volunteer leadership opportunities and expand the services and outreach to the military community.

The program serves three jurisdictions: Fairfax County, Arlington County and the City of Alexandria. This position will be based at Volunteer Fairfax located in Fairfax City, Virginia. The person will oversee a Grants Manager also located at Volunteer Fairfax and two volunteer specialists assigned to Alexandria and Arlington worksites. The program is funded by Senior Corps through the Corporation for National and Community Service (CNCS).

RSVP Manager - Volunteer Fairfax

Major responsibilities:

- collaborates with RSVP community/coalition membership to lead new program direction
- initiates and engages in relationship building with all members and partners
- develops and implements programs and policies
- oversee Grants Manager and two Volunteer Specialists
- oversees volunteer recruitment, placement and recognition (to include serving volunteer specialist role

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for Fairfax County)

- develops and implements fund raising strategies under coalition direction

General qualifications:

- * Minimum of BA degree or related experience
- * Two or more years of professional experience in community organizing, program management or related activity
- * Volunteer management, networking, public presentation and coalition-building skills
- * Availability to attend meetings and presentations throughout Northern Virginia on evenings and weekends
- * Strong, proven ability to manage multiple partners and stakeholders
- * Excellent computer, organization and customer service skills, along with attention to detail
- * Knowledge of Northern VA, nonprofit and governmental service delivery systems a plus
- * Bilingual skills a plus

The RSVP Manager reports to the Volunteer Fairfax Executive Director

This position is a full-time position located at Volunteer Fairfax, 10530 Page Avenue, Fairfax, VA 22030

Please email resume, cover letter and salary history to Volunteer Fairfax

PNS Amendment (if applicable)

Not applicable