



Volunteer Services Director Position Announcement

Job Location:

Remote work environment. Can work from anywhere in the United States. QOVF also has a physical office in Winterset, Iowa.

Type of Job:

Full-time

Job Category:

Volunteer Management | Programs/Services | Training & Leadership
Development | Administration

About QOVF:

The mission of the Quilts of Valor Foundation is to cover Service Members and Veterans touched by war with comforting and healing Quilts of Valor. QOVF supports 10,000 volunteers in 600 local QOV groups across the US who make and award Veterans over 30,000 Quilts of Valor a year. QOVF started as a grassroots organization in 2003, became a 501C3 in 2013, and will celebrate its 20th anniversary in 2023.

Job Summary:

QOVF is looking for a Volunteer Services Director to develop programs, resources and training to support QOVF volunteers in fulfilling the mission of creating and awarding Quilts of Valor. This position is responsible for existing volunteer services and the development and implementation of the strategic direction and growth of the volunteer program. The Director is the frontline liaison for QOVF volunteers and is responsible for coordinating, organizing, and strengthening relationships to ensure meaningful experiences for individual and group QOVF members.

This position works directly with over 70 state, regional, and district coordinators that support 600 QOV groups across the nation. This position serves on the State Coordinator Advisory Team, Outreach Committee, Under Our Wings Committee, and works with committee chairs and other high-level volunteers.

This position reports to the Executive Director.

Areas of Responsibility:

- Serve as a thought-leader for volunteers and volunteerism at QOVF utilizing innovative and best practices in volunteer management.
- Develops and implements strategic vision and goals for QOVF's Volunteer Program.
- Collaboratively works with QOVF staff and high level volunteers across the organization to develop meaningful volunteer opportunities to engage individual and group QOVF members.
- Train, supervise, and mentor volunteers to ensure their success as QOVF leaders and volunteers.
- Recruit, interview, and schedule volunteers and conduct background and reference checks as required.
- Provide appropriate volunteer orientation, in-person and virtual training, follow-up, appreciation, and recognition.
- Share a commitment to data integrity that properly tracks and reports on volunteer activities across QOVF.
- Troubleshoot any issues that arise involving volunteers in partnership with the Executive Director, recommending strategies to reduce or eliminate future issues.
- Strengthen recruitment activities to increase the capacity and pipeline of volunteers available.
- Responsible for budgetary oversight for the volunteer program.
- Assisting the Executive Director in communicating the standards, policies, and procedures of the foundation to all members and groups.
- Works with the Destination Coordinator to approve and oversee requests for awards of Quilts of Valor to large groups.
- Other projects and duties as assigned by the Executive Director.

Requirements/Qualifications

- BA degree preferred.
- Previous experience as a volunteer manager or experience with a large organization and volunteer program of 1,000+ preferred.
- Previous supervisory experience helpful.
- Experience working with multiple and competing program areas and departments is beneficial.
- The ability to communicate a high degree of enthusiasm and support is crucial to the success of this position.
- Computer skills in Microsoft Word, Excel, and CRM/volunteer management platforms are required.
- Be a self-starter and able to work in a remote work environment.

Compensation/Benefits

Compensation:

\$40,000 per year

Benefits:

Flex schedule and remote work environment.

PTO time and paid holidays.

QOVF is an Equal Opportunity Employer.

How To Apply:

Submit cover letter and resume to: Lori Thompson, Executive Director, at
lori.thompson@qovf.org

Thank you for your interest!