Volunteer Manager

Who is Water Mission?
Water Mission is a rapidly growing Christian engineering nonprofit working to end the global water crisis by building safe water, sanitation, and hygiene solutions in developing nations and disaster areas. Guided by love, excellence, and integrity, we are driven to share clean, safe water and God’s love with all. To date, we have served more than 5 million people in 56 countries. Working at Water Mission is as much a calling as it is a career, and we are searching for people with the courage, passion, and drive to help us change the world.

What is the opportunity?
The Volunteer Manager is responsible for developing and implementing a volunteer program for the work at Water Mission headquarters as well as the Charleston Community. With an understanding of basic High Impact volunteer management principles, the Volunteer Manager will recruit, select, equip, lead, and develop volunteer leaders. He/she will also develop and implement a strategy for utilizing volunteers in future disaster response plans. This role is based in Charleston, SC, and will be responsible for working interdepartmentally on the development of tools and training materials, as well as managing electronic tools that support volunteer management. A successful Volunteer Manager will:

- Work interdepartmentally to identify volunteer opportunities at Water Mission headquarters; work with those departments to select, equip, and lead volunteers that further the mission
- Develop, implement, and communicate a system for receiving applications and tracking volunteer prospects through the interview, selection and placement process.
- Develop and implement a recognition and retention plan that builds one-on-one relationships, provides a platform for transparent two-way communications, and celebrates and honors volunteers throughout the year. This could include but is not limited to an annual volunteer appreciation dinner, yearly recognition award, personal notes of encouragement, annual participant survey, etc.
- Support the efforts of the Charleston Walk for Water by serving on the Walk committee, providing volunteers for Walk day, and coordinating volunteers on the day of the event. In addition, provide volunteer support for other special fundraising events, donor events and internal events as needed.
- Maintain and develop the use of technology to schedule and communicate with volunteers, and the use of Blackbaud Raisers Edge database to track statistical information and program records.

What is required?
- Personal and growing relationship with Jesus Christ
- BA or BS in Business Administration, Human Resources, Marketing and Public Relations, and/or Communications is preferred
- Passion and calling to develop strong relationships with others who are passionate about solving the global water crisis
- 3-5 year of experience leading and developing volunteers and volunteer teams is required
- Proficiency with Blackbaud Raiser’s Edge software preferred

Interested, qualified applicants should apply at watermission.org/apply.