

## Volunteer Program Manager

At Friends of Karen, we are looking for the individual who values our mission of support for critically ill children and their families. They will show up as their whole self because we value diversity and inclusion and the opportunity it brings for new perspectives and experiences. We are looking for someone to drive change and engagement through technology and innovation so that we can fully support Friends of Karen families emotionally and financially while their child battles cancer or another life-threatening illness.

Our company culture is based on compassion, dedication, respect, integrity and impact and these values drive the way we treat each other, our families, and the community. Our goal to provide health equity for our ill children motivates all that we do to support each family individually in the way they need to be helped.

The Volunteer Program Manager is essential to the success of Friends of Karen's mission. Our volunteers of all ages and backgrounds are ambassadors of our mission, offering a diverse set of skills and life experiences. They support our fundraising efforts, perform necessary administrative and program-related tasks, and put a smile on the face of a sick child through our gift programs. In this role, you will recruit, train, and manage this special group of individuals who are passionate about utilizing their skills and their time to make a difference to a family in crisis. You will be responsible for the design and oversight of the organization's gift programs.

The Volunteer Program Manager is responsible for creating and monitoring the department's budget, regular networking, and outreach throughout our Tri-state service area, coordinating with our staff in the Long Island Office, and stewarding gift program donors, corporate partners and volunteers.

### What You Need to Be Successful:

- Passion for Friends of Karen mission.
- Relevant experience in business or non-profit field preferred, 2 + years of volunteer management and/or fundraising experience.
- Have a clear focus on fundraising and corporate engagement, communication, and outreach strategies.
- Strong presentation skills that include excellent written and oral communication.
- Computer literacy, including extensive knowledge of Microsoft Office (Word, Excel, PowerPoint) and Google Suite. Knowledge of Raiser's Edge is helpful. Just Give fundraising platform, and social media is a plus.
- Experience in budget development.
- Ability to work well independently, with strong time-management and organizational skills.
- Highly organized with meticulous attention to detail and follow-through
- Professional and outgoing personality. Display a positive attitude, demonstrate presence, self-confidence, common sense, and good listening ability.
- Ability to work effectively and resolve problems independently and as part of a team with willingness to take on non-routine tasks to move team effort forward and meet deadlines.
- Commitment to the principles of Inclusion, Diversity, Equity, Access, and Learning (outlined here in our DEI statement: [www.friendsofkaren.org](http://www.friendsofkaren.org))
- [Ability to lift and move boxes.](#)

The position is full-time and will be based in our North Salem headquarters, with the opportunity for some remote work, based on project and programming needs.

Friends of Karen offers its team competitive salaries and generous benefits, including 11 paid holidays.

If interested, please send your resume and a cover letter outlining why you feel the Volunteer Program Manager is the right opportunity for you to: [terrisorrentino@friendsofkaren.org](mailto:terrisorrentino@friendsofkaren.org)