



OAKLAND PUBLIC EDUCATION FUND JOB ANNOUNCEMENT

JOB TITLE	Manager of Volunteer Programs
REPORTS TO	Director of Programs
TIMELINE	<ul style="list-style-type: none">• Applications accepted starting September 16, 2022• Position Start November 15, 2022.
JOB DETAILS	<ul style="list-style-type: none">• Full Time, Salary, Exempt• Some nights or weekends may be required in support of key Ed Fund events.
COMPENSATION	<ul style="list-style-type: none">• The salary range for this position is \$80,000 - \$90,000 (dependent on experience)
BENEFITS	<ul style="list-style-type: none">• Generous Vacation and Sick Time Accrual• Average of 13-15 Paid Holidays• Health, Vision, and Dental Insurance• Sponsored 401K Plan (non-matched)• Staff Development Budget
INSTRUCTIONS	<p>Please read the following in order to avoid application delays:</p> <ul style="list-style-type: none">• Applications will be reviewed immediately and candidates with the best fit will be contacted for interviews.• Unfortunately, the volume of applications will prevent us from responding to all applications received.• Please do not send your application directly through email. Apply for the role at the following link: <p>https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=82351&clientkey=9EDDA61FB2E40A7C2CE2B691A9A53B34</p>

ABOUT THE ED FUND:

Oakland Public Education Fund leads the investment of community resources in Oakland public schools so that all students can learn, grow, and thrive. Therefore, our work is to

connect public schools with tools, funds, and volunteers. Learn more about our work at www.oaklandedfund.org.

WORK LIFE AT THE ED FUND:

- Ability to work from home;
- Great mentorship and opportunities for both personal development and professional growth;
- Flexible work schedule;
- The opportunity to make a direct, positive impact on Oakland public schools and programs serving our youth.

ABOUT THE ROLE:

The Manager of Volunteer Programs will be the face of the Oakland School Volunteers program and work closely with the Director of Programs and leaders across the school system to identify opportunities for community members to provide service in Oakland public schools to build equitable outcomes for our students.

The Ed Fund partners with the Oakland Unified School District to provide parents, guardians, mentors and community members a streamlined, centralized method to volunteer in Oakland's public schools. The Oakland Ed Fund manages all the components of the volunteer program, including recruiting, training, assuring security measures, providing health screenings, and matching volunteers with opportunities across the district. Our Adopt an Oakland School program is also under the umbrella of OSV, where businesses are paired with an Oakland public school to provide support through relevant and meaningful volunteer projects for a minimum of one school year.

DUTIES AND RESPONSIBILITIES:

VOLUNTEER PROGRAMS STRATEGY, THEORY OF CHANGE AND PEDAGOGY

- Design a theory of change for OSV including our mentoring program, understanding the latest research based practices and innovation for change in outcomes for students and schools
- Strategic and tactical leadership in all aspects of operating and growing the OSV program, collaborating with executives and managers to develop long-range, strategic goals for the program
- Outward facing responsibilities - Represent the organization to the public, key stakeholders, schools and corporate partners, regularly attending community and networking events to advance the mission and reach of the Ed Fund
- Understand and promote goals, vision, and strategy for the Ed Fund's Activity-Based Volunteer Weeks each school year including: 1) Back to School Support, 2) Latinx Literature Read-In Week, 3) Computer Science Education Week, 4) African- American Literature Read-In Week, and 5) Asian Pacific American Literature Read-In Week.
- Advance the development of processes for one-time special events
- Cultivate nonprofit partner and corporate partner relationships
- Vet and execute special event opportunities that require volunteer support that come up outside of the Activity-Based Volunteer Weeks.

MANAGEMENT

- With support of the Director of Programs, design staffing structure of the volunteer program to effectively and efficiently manage all administrative and operational tasks.
- Partner with Americorps, local universities and colleges, and other institutions to support the work of the department and manage one or more Americorps employees, and seasonal intern(s) who serve as the primary points of contact for those who want to volunteer in Oakland public schools
- Be responsive to both volunteers' and schools' needs, thoughtfully leading high-impact work that enables more schools to build long-term connections with community volunteers.
- Work closely with the Executive Director, Director of Programs, and OUSD partners to expand and co-manage a coordinated volunteer recruitment and management strategy
- Provide high quality customer service to volunteers and partners
- Liaise with partners on volunteer events and requests for partnership or support outside of our existing volunteer programs; this leader fields partnership requests and determines whether to move forward based on mission-fit
- Plan and implement programmatic improvements with a focus on expanding services to schools and students intentionally and equitably (utilizing equity measures)
- Manage the OSV team & collaborate with AaOS team to execute every aspect of each Activity-Based Volunteer Week, from recruiting to promotion.

COMMUNITY ENGAGEMENT AND PARTNERSHIP DEVELOPMENT

- Manage relationships with local volunteer pipelines, such as local teacher credentialing programs and universities, volunteer organizations, fellow nonprofits, corporate groups, and more.
- Support corporate partnerships that support school improvement, fund development, and volunteer opportunities in Oakland public schools.
- Develop and sustain relationships with district and school site personnel.
- Collaborate with the Ed Fund Communications team via social media, newsletters and other forms of communication to promote the OSV program and individual volunteer opportunities and events.

VOLUNTEERS TRAINING, MANAGEMENT AND SUPPORT

- Research, develop, and draft program materials to support volunteer clearance & readiness, as well as educator readiness.
- Research, develop, draft, and revise Orientation and supplementary Training material content and resources.
- Provide differentiated secondary trainings that help volunteers deepen their given area of expertise.
- Troubleshoot and address any challenges related to volunteering in a school, working continuously to improve volunteer matches in service of schools.
- Serve as a point of contact for all volunteer service related questions and issues.
- Design and facilitate ongoing surveys to collect feedback from our constituents. Analyze the results to identify celebrations and opportunities for improvement. Share results with staff and external stakeholders, making decisions about programmatic adjustments based on the available data.

ED FUND PROGRAM GROWTH & EFFECTIVENESS

- Collaborates with staff from across the organization to create plans for program development/expansion and/or program contraction as needed
- Develop plans for sustainability and effectiveness of volunteer programs in collaboration with the Director of Programs and the agency's Executive Team.
- Monitors and reports on all aspects of OSV programs and recommends changes or adjustments.
- Develop thought leadership around specific program topics/emerging practice areas.
- Serve as a core employee, supporting key Ed Fund events and contributing to our mission, culture and structure.

FISCAL OVERSIGHT AND FUNDRAISING

- Assist the Fund Development team in the cultivation and building of community relationships to advance the Ed Fund's mission of securing additional resources
- Manage the OSV program budget, track allocations and expenditures and coordinate with the Ed Fund Finance team as needed.
- Support the Executive Director and Director of Development to cultivate and manage relationships with donors who are supporting Oakland School Volunteers.
- Work with the Finance Department to develop fiscally sound annual budgets for OSV and sustainable fiscal model for the program.

OTHER DUTIES

- Be a liaison between the Ed Fund and the Oakland Unified School District.
- Develop and implement volunteer community-building activities and events to deepen commitment and engagement.
- Build and maintain databases to manage volunteer and school information, and manage public-facing volunteer sign-up tools.
- Recruit and manage volunteers who support our annual gala.

PREFERRED QUALIFICATIONS:

- Experience using Salesforce preferred.
- Ability to speak and write in Spanish is preferred.
- Knowledge of and connections to Oakland communities preferred.

REQUIRED QUALIFICATIONS:

- 4-6 years of experience in volunteer recruiting and coordination, community engagement, or similar work in non-profit or educational related fields.
- BA/BS or equivalent experience
- Strong organizational skills, attention to detail, and ability to prioritize and manage multiple competing deadlines.
- Entrepreneurial and proactive -- identify needs, projects, problems, opportunities, and pursue them without having to be directed to do so;
- Excellent communication and writing skills.
- Deep commitment to and passion for the vision of the Ed Fund.
- Proficient with Google Suite tools.
- Proficient in Microsoft Word, Excel, Powerpoint.

- Strong self-motivation and ability to operate effectively with limited direct management.
- Demonstrated ability to learn quickly and adapt to new situations.
- Demonstrated ability to interact effectively with diverse groups.
- Interpersonal skills using tact, patience and courtesy.
- Must be a team player, be resilient and have a sense of humor.
- Possession of or ability to get a valid California driver's license and willingness to travel locally.
- Ability to work nights and weekends (as needed).
- Ability to work a hybrid schedule.
- Work authorization: US (Required).
- Must be fully vaccinated against COVID-19 and able to submit proof.
- Ability to pass a criminal background check and tuberculosis test.
- Ability to lift 20 lbs.

EQUAL EMPLOYMENT OPPORTUNITY DISCLOSURE:

The Oakland Public Education Fund is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

We also know that great candidates can bring skills to The Ed Fund that we haven't thought of just yet, and who won't fit everything we've described above. If this is you, don't hesitate to apply. Tell us what unique contributions you can offer.

We are dedicated to improving our organization and know that part of it means to better reflect the people we serve. We are committed to diversity and building an inclusive environment for people of all backgrounds and ages and we especially encourage members of traditionally underrepresented communities to apply, including women, people of color, LGBTQ people and people with disabilities.