



## FRIENDS IN DEED

### PART-TIME VOLUNTEER OPERATIONS DIRECTOR

Started by a handful of energetic volunteers, Friends in Deed (FID) is a 501(c)3 non-profit organization that has provided free community services to the Green Valley area for the past 50 years. We are staffed by over 150 part time volunteers and are funded entirely by community grants and donations.

We are seeking a year-round **PART-TIME VOLUNTEER OPERATIONS DIRECTOR** with open-minded leadership skills and a passion for giving back to the community. Must be willing to dedicate at least 20 hours per week during our operating hours of 9am – 3pm, Monday through Friday.

Our Operations Director supports and directs 6 volunteer department managers in the following areas:

1. **Front Desk:** 25+ volunteers who staff the front desk during regular office hours and assist walk-in clients with loans of durable medical equipment.
2. **Transportation:** Our dispatch staff assigns incoming phone requests to volunteers who drive Green Valley clients to medical, legal, or financial appointments. We also promote community fellowship through van trips to shopping malls and special events.
3. **Building Maintenance, Equipment Cleaning and Repair:** In addition to the manager who oversees day-to-day facilities operations, we have about 8 volunteers who ensure all medical equipment is sanitized upon return and in good repair.
4. **Meeting Room Reservations:** We have 3 meeting rooms used by over 50 local non-profit groups and this process is managed by a volunteer.
5. **Blood Pressure Clinic:** Volunteer retired nurses (and one paramedic!) provide twice weekly blood pressure checks to walk-in clients.
6. **Friday Socials:** Our weekly social gathering is open to all, providing local residents an opportunity to meet and mingle while enjoying refreshments, music, and educational programs (approximately 10 volunteers).

#### The ideal candidate will have:

- Excellent speaking and written communication skills, serving as FID's primary spokesperson to donors, the media, and the general public.
- Supervisory and leadership skills to inspire a sense of commitment, cooperation, and teamwork.
- Willingness to actively engage with the Board of Directors in their monthly meetings for strategic planning and decision making for the organization
- Experience negotiating contracts with local vendors
- Computer skills that include Microsoft Word, Excel, and social media platforms.

If you are interested in joining our unique, volunteer-driven organization in this key leadership capacity, please submit your resume with cover letter no later than **Tuesday, February 1, 2022** to:

Jan Morgan, Friends in Deed  
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520-625-1150 x103

[www.fid-gv.org](http://www.fid-gv.org)