



## **Interfaith Volunteers Job Description**

**Job Title:** Senior Manager

**Employee Name:**

**Position Type:** Part-Time (33 hrs. per week)

**Pay Type:** Hourly

**Location:** JCIVC Office

**Created on:** August 14<sup>th</sup>, 2025

**Reports To:** Board of Directors

**Revised on:**

### **Position Summary:**

The Senior Manager serves as the primary spokesperson for Interfaith Volunteers and reports directly to the Board of Directors. In partnership with the Board, the Senior Manager is responsible for ensuring that Interfaith Volunteers fulfills its mission. Together, the Senior Manager and the Board of Directors share accountability for the organization's activities, operations, and overall performance.

### **Key Responsibilities:**

#### **Leadership & Governance**

- Serve as the primary liaison to the Board of Directors and implement Board policies and directives.
- Ensure the organization operates in accordance with its bylaws, mission, and strategic goals.
- Keep the Board fully informed of all organizational activities and advise on matters affecting the organization's well-being.

#### **Operations & Administration**

- Oversee all organizational operations, programs, and services.
- Coordinates marketing efforts & participates in community collaboration, serving as spokesperson for the organization.
- Maintain and update office policies and procedures, monitors adherence.
- Enter into contracts and approve financial disbursements with Board approval.
- Prepare and manage annual budgets with the Finance Coordinator and Finance Committee.
- Maintain all organizational records, files, and archives.

## **Staff & Volunteer Management**

- Hire, supervise, and evaluate staff.
- Organize and participate in key committees.
- Attend ongoing professional development and training relevant to the role.

## **Fundraising & Communications**

- Assist with planning and executing fundraising and volunteer recognition events.
- Write and manage grant proposals and required reporting.
- Develop and implement communications strategies to enhance public awareness of Interfaith Volunteers and its mission.
- Build and hold relationships with local organizations, businesses, faith-based groups, and community leaders to ensure active participation and support for Interfaith programs.

## **Reporting & Data Management**

- Provide accurate, timely data and service reports to the Board and relevant committees.
- Monitor organizational performance and ensure compliance with policies and funding requirements.

## **Qualifications**

- Bachelor's degree in nonprofit management, public administration, social services, or a related field
- Minimum of 3–5 years of leadership or management experience in a nonprofit or community-based organization.
- Proven experience in staff supervision, grant writing, and program management.
- Strong interpersonal, written, and verbal communication skills.
- Experience working with a Board of Directors and managing budgets.
- Ability to work independently and collaboratively in a dynamic environment.
- Commitment to the values of compassion, inclusivity, and service