



Interfaith Volunteers

JOB DESCRIPTION

Job Title: Senior Manager

Position Type: Full Time

Status: Non-Exempt

Location: JCIVC Office

Date: July 2026

Reports To: Board of Directors

Position Summary: The Senior Manager oversees daily operations and programs of Jackson County Interfaith Volunteers. As Senior Manager, you will strengthen community and donor relationships, provide day-to-day leadership and overall management of staff, coordinate and diversify revenue and fundraising efforts, and lead strategic planning initiatives all in alignment with the mission of Interfaith.

Key Responsibilities:

- **Leadership and Governance**
 - Lead daily operations in alignment with organizational mission, values, and strategic priorities.
 - Supervises, directs, coaches, and supports staff.
 - Implement organizational priorities and ensure consistent progress toward goals.
 - Encourages and assists staff to optimize their skills and abilities in meeting Interfaith's mission.
 - Investigates and takes appropriate action to resolve performance conflicts and problems. Documents events. Seeks assistance from Personnel Committee as needed.
 - Evaluates the job performance of staff to ensure quality of work and service to participants and volunteers.
 - Holds regular huddles and staff meetings to discuss general information, upcoming events and programs, changes or new developments of service and areas needing improvement.
 - Partner with the Board of Directors by providing regular updates, supporting committees and contributing to decision making.
 - Support hiring onboarding and team development.
 - Oversee volunteer involvement including recruitment, scheduling, and recognition.
- **Fundraising and Grants**
 - Build and maintain relationships with donors and community partners.
 - Research, write, and manage grants including reporting and tracking deadlines.
 - Plan and execute fundraising activities and special events in collaboration with staff and committees.
- **Communications and Community Engagement**
 - Manage organizational communications including newsletters, social media and messaging.

- Represent Interfaith Volunteers at community events, meetings and partnership activities.
 - Build collaborative partnerships to expand organizational reach and impact.
- Operations and Programs
 - Oversee all programs and services to ensure quality, effectiveness, and consistency.
 - Maintain systems, policies, and procedures for efficient operations.
 - Monitor program outcomes and recommend improvements as needed.
- Financial Oversight
 - Assist with annual budget development in collaboration with the Finance Committee.
 - Review monthly financial statements, and track spending against budget ensuring alignment with program needs and organizational priorities.
 - Ensure expenses are in alignment with established policies, grant requirements and stewardship expectations.
 - Provide accurate program data, and narrative content for grant reports, audits, and board reporting.
 - Uphold internal controls, ensure compliance with financial policies.
- Administration and strategy
 - Maintain organizational records, calendars, reports, and documentation.
 - Ensure compliance with policies, regulations and grant requirements and recommend needed policies and procedures.
 - Identify opportunities for growth and support long-term sustainability initiatives.
- All other duties as assigned.

Working Conditions:

- Flexible full-time schedule, generally:
 - Monday-Thursday: 8:30 AM-4:30 PM
 - Friday: 8:30 AM-12:30 PM
 - Occasional evenings or weekends may be required.
- Collaborative work environment with Interfaith staff and volunteers.
- Flexibility required to respond to changing schedules, organizational priorities, and evolving community needs.
- Must maintain confidentiality and professionalism.
- Must demonstrate respect for and comfort working with diverse populations.
- Physical requirements include the ability to sit for extended periods of time. Some walking, bending, stooping, and lifting of materials is required. Frequent mental and visual concentration required for computer usage. Equipment that may be used includes a copy machine, calculator, telephone, computer, fax machine, and other office and financial institution equipment.

Qualifications:

- A bachelor's degree or equivalent professional experience in nonprofit administration, fundraising, communications, business administration, arts administration, or a related field preferred.

- Three or more years of management or progressively responsible experience in nonprofit leadership, administration, fundraising, communications, or organizational operations.
- Excellent written, verbal, and interpersonal communication skills.
- Experience working collaboratively with nonprofit boards, volunteers, and community partners.
- Ability to supervise staff and volunteers effectively.
- Experience with grant writing and fundraising preferred.
- Commitment to serving older adults and individuals living with disabilities.
- Ability to work with diverse populations with compassion and professionalism.
- Proficiency with Microsoft Office (Word, Excel, PowerPoint, Outlook), Canva, Facebook, website maintenance, scheduling tools, and databases.
- Valid driver's license and ability to travel locally as needed.