



Community Programs and Funding Manager

September 2022

Do you consider yourself a natural consultant who enjoys helping others problem-solve? Are you an organized, passionate leader of people with great writing skills? Are you enthusiastic about youth service? Do you have great follow-through and project management?

As the Community Programs and Funding Manager, you will serve the needs of youth service programs in the U.S. and Canada by training, supporting, and evaluating their programs. You will also help fundraise for a handful of programs in the YVC network.

[Youth Volunteer Corps](#) (YVC) is a network of over 30 youth service programs throughout the U.S. and Canada. We engage youth in team-based service experiences that build life and work skills while inspiring youth for a lifetime commitment to service. Over 300,000 youth have served with YVC since 1987.

YVC's national headquarters is in a beautifully restored home built in 1874 in the Quality Hill District of downtown Kansas City. Inside this house, you'll find energy, enthusiasm, a supportive team, and loyalty to the idea that youth service can change the world.

Primary Duties and Responsibilities:

The focus of this position will be primarily on supporting YVC youth service programming in our various communities, supervising 2-3 part time program staff, and developing written funding requests to help YVC secure around \$50-75k of funding annually.

Program Support (50%):

- Oversee the operations of current YVC affiliate programs throughout the U.S. and Canada.
 - Maintain consistent communication (via phone, email, and site visits) with approximately ten YVC affiliate programs. Provide ongoing training and support through check-ins, evaluations, resource development, site visits, webinars, etc.
 - Troubleshoot problems and assist with solutions for affiliate challenges.
 - Act as a liaison between YVC Headquarters (YVCHQ) staff and affiliates for grants given to affiliates from YVCHQ.
 - Ensure affiliates' adherence to YVC Program Standards. Maintain knowledge of major policy, safety and program issues related to youth service programs. Provide technical assistance for YVC resources.
 - Develop and implement strategies to expand YVC's reach and impact through school partnerships and school-based programs.
 - Ensure accuracy of program data management, annual program statistics, and YVC database information for HQAs. Maintain appropriate documentation for affiliate communication.
 - Develop and maintain relationships with organizations important to YVC's success.

- Staffing and Supervision
 - Supervise 2-3 part-time program staff members by providing ongoing coaching, feedback, and accountability to meet strategic goals through personal communication, problem solving support, team meetings, and performance discussions.
 - Develop and deliver training content and supplemental resources to equip program directors to plan projects, recruit youth, effectively administer the YVC model, supervise youth during service projects, promote youth service and lead out as the face of YVC in their community.
 - When necessary, recruit high-quality youth development professionals to serve as local leaders for affiliates.

Fundraising (40%):

- With the fund development and affiliate services team, develop, implement, and maintain a fundraising strategy in 5-7 program communities.
- Complete online research for potential funders. Complete funder forms and submit written grant requests.
- Meet goals established with leadership in relation to funding to support sustainability.
- Manage funder relationships and deliverables.

Other (10%):

- Assist with YVCHQ team effort to plan and implement YVC Summit, YVC's annual conference.
- Collaborate with other YVCHQ team members by participating in strategic planning discussions or providing assistance and expertise when needed to help accomplish organization-wide goals. Keep the CEO and Director of Affiliate Programming apprised of notable issues and updates.

Qualifications:

- Bachelor's degree strongly preferred; equivalent experience may be considered
- Experience in leading a team or managing others preferred
- Experience working with youth a plus
- Experience in volunteer/program management a plus
- Fundraising or grant writing experience a plus but not required
- Well-developed administrative skills including proactive communication, follow through, and deadline management
- Proficient (or resourceful) with computer knowledge and Microsoft office products, technology and data management skills

YVC needs someone who has:

- Stellar organizational skills, with the ability to handle multiple priorities and demonstrate resiliency
- High initiative and self-starting ability
- An outgoing, independent mindset with the ability to think creatively and strategically to solve problems
- Excellent written and verbal communication skills, with emphasis on the ability to communicate and work with people from a variety of backgrounds

- An ability to motivate, support, and develop others with a positive attitude
- A sense of urgency driving organization and reliability
- Ability to travel approximately 3-5 times/year for 2-3 days each

Reporting Roles: Reports to the Director of Affiliate Programming. Directly supervises 2-3 part-time Program Directors for HQ Affiliate sites.

Compensation: The range for this position is \$43,000-\$50,000 and will be dependent upon experience and skillset.

Benefits: This position is given three weeks Paid Time Off for the first three years, then 4-6 weeks depending on tenure, plus the full week off between Christmas and New Years' Day and 10 other paid holidays per year.. We offer health insurance, employee-paid dental and vision, and retirement that is matched up to 3%.

Work Arrangements: After initial 90-day onboarding and establishment of relationships, flexible work arrangements including a hybrid remote situation are likely a possibility if desired.

Interested? Please submit a letter of interest that highlights how you have demonstrated key qualifications and position duties in the past, along with resume at <https://yvc.org/about-us/careers/> .