



Women Giving Back
Community Engagement Specialist
Job Description

Reports to:	Development Manager
Compensation:	Full-Time (Exempt) \$45-55K, 40 hours/week including some evening and weekend special events and meetings
Location:	In person, onsite - 20 Export Drive, Sterling, VA 20164
Benefits:	Health, dental, vision and life insurance Paid time off (PTO) Paid & floating holidays 401(k) w/ a company match Flexible work schedule Professional Development Opportunities

Organization Overview

Women Giving Back (WGB) is a non-profit organization that provides free quality clothing, diapers, food, and other goods to help those in crisis with an emphasis on meeting their immediate needs with flexibility and compassion, in a dignified environment. WGB leverages its network of referral and community partners to meet the needs of the community, assisted by volunteers.

Position Overview

The Community Engagement Specialist (CES) is responsible for providing an exceptional volunteer experience and collaborates closely with warehouse and program teams to ensure volunteer needs are met and all clients have a dignified experience. In addition, the CES identifies and assists in soliciting corporate gifts. This position is an outstanding opportunity for a detail-orientated individual who loves to build long-term relationships.

Responsibilities

Volunteer Engagement, Recruitment and Appreciation

- Ensure solid understanding of volunteer needs, monitor ongoing capacity to scale programs and recruit individuals who reflect the diverse WGB community and meet the needs of the clients.
- Create, implement, and evaluate recruitment strategies to increase the overall number of volunteers.
- Screen, interview, and onboard new volunteers whose experience and interests align with WGB's needs and collaborate with staff to foster a welcoming and inclusive volunteer culture and experience.
- Maintain a system for recognizing and appreciating volunteers, providing direct feedback, and fostering a positive and rewarding experience that encourages long-term commitment.
- Coordinate with volunteer groups (community and corporate) to maximize their impact.

Volunteer Coordination

- Proactively collaborate with leadership to implement onboarding and training reflective of best practices for volunteers and staff.
- Maintain ongoing communication with volunteers through emails, virtual/in-person meetings to keep them engaged and informed about WGB updates.

- Maintain Volunteer software and all policies, procedures, position descriptions and standards of volunteer service.
- Provide statistical reporting of volunteer participation and feedback.
- Assist in reporting of volunteer activity through articles and photos in newsletters and social media.
- Participate and assist with volunteer, staff, and program update meetings.

Fundraising & Corporate Engagement

- Research and identify corporate social responsibility and/or workplace giving objectives that align with WGB's mission and work with staff to create engagement initiatives and opportunities.
- Proactively identify and assist in soliciting corporate matching gifts and funding from volunteer groups.
- Use corporate volunteer activities as a vehicle to build relationships and steward Corporate Givers.
- Support Development team in the execution of special programs and fundraising events.
- Participate and assist with Development Committee meetings.

Qualifications

- Experience in volunteer program development and recruiting.
- Must possess a valid driver's license with a good driving record.
- Comfort with driving a cargo van.
- Work proactively and independently in a high energy, team-based and purposeful environment.
- Flexibility to work some evening and weekend hours.
- Ability to interact and communicate well with individuals (staff, volunteers, and donors) from a variety of socioeconomic backgrounds and those with differing abilities in a culturally diverse environment.
- Strong work ethic, decision making and problem-solving skills.
- Intermediate to advanced proficiency in Microsoft Office.

PHYSICAL DEMANDS OF THIS POSITION: Must be able to constantly sit, walk, bend, twist, climb, reach above shoulders, kneel, and squat. Must be able to lift and carry a minimum of 50 pounds on a frequent basis. Must be able to exchange accurate information with non-disabled internal and external individuals. Must be able to work in an office/warehouse/retail environment.

TO APPLY: Send a thoughtful cover letter and resume to Career@WomenGivingBack.org with the job title in the subject line. No phone calls, walk-ins, or social media inquiries. Selected applicants will be contacted for an interview.

Women Giving Back is an Equal Opportunity Employer and is committed to fostering diversity within its staff that is representative of the communities we serve. Applications from individuals having diverse backgrounds and life experiences are strongly encouraged to apply. We seek candidates who will contribute to diverse, equitable, and inclusive environments for our clients, volunteers, and staff. We are open to the possibility that a great candidate for this job may not precisely meet all the above criteria; if you believe you are the right person for the job and can persuasively make that case, we encourage you to apply.