



### **Austin Site Director-Generation SERVE**

The Austin Site Director works in direct collaboration with the Executive Director to set strategy and goals for the organization, lead the programs & development teams, and build key relationships in the broader community for both programmatic and fundraising opportunities. This position manages the Austin Program team and overall Austin program management along with corresponding fundraising, communication and partner engagement.

The job is primarily remote. Hybrid work environment, with flexibility. Program space is located in Central Austin. Occasional travel to other nonprofits in the Greater Austin area such as Travis, Williamson and Hays County. Standard work week but includes occasional weekend or evening work ( for example: once a month weekend program monitoring) .

### ***Key Responsibilities***

#### **Organizational Leadership**

Set organizational strategy and goals alongside the ED & board

- In collaboration with the ED, develops, tracks and measures progress on strategic plans
- Set annual strategy and goals with team members, monitor progress towards goals
- Participate in budget & finance reviews and planning
- Attend most board meetings

Supervise the Austin Program Team

- Set annual work plans, goals, and metrics
- Provide guidance, coaching, feedback, and support to all team members
- Recruit, hire, and train new team members as needed
- Direct annual and ongoing program evaluation
- Conduct annual performance reviews for direct reports

#### **Development**

Participate on the Development Committee & Finance Committee

- In collaboration with these teams, create annual development plans & provide input on annual budget

Manage the Family Sponsor Program in collaboration with the Executive Director and Development Committee

- Set annual strategy and metrics, track progress on goals
- Responsible for cultivation, solicitation, and stewardship of family sponsors

## Grants

- Assist the ED in grants process, including program strategy for asks, budgeting and grant reporting

## Oversee the corporate sponsorship program

- Develop annual corporate sponsorship strategy and plans
- Present to prospective companies for annual and event sponsorships
- Prospect for new corporate sponsors
- Develop stewardship plans for each company and ensure benefits are provided/accessed

## **Community Engagement**

Cultivate and steward relationships with all program partnerships (nonprofit, private, and governmental organizations)

- Create & execute annual partner engagement & communication plan
- Maintain current partner relationships and seek out new partners to expand volunteer opportunities.
- Create and manage monthly Austin volunteer calendar

## Lead event planning for annual Family Volunteer Day event

- Set strategy and goals, Provide guidance and support to event planning team

Build strategic relationships with key community members/groups/organizations to further Generation SERVE's mission

- Participate in civic/professional groups aligned with Generation SERVE's mission & goals
- Present on behalf of Generation SERVE at relevant community and professional events

## **Assist with other duties as needed.**

### **Attributes and Skills:**

- Entrepreneurial and a non-profit spirit.
- Fundraising experience
- Organized and detail oriented
- Familiar with the Austin non-profit space. Willing to be creative to figure out creative ways for our families to support their missions.
- Strong communication skills
- Solutions oriented
- Can manage a team of at least 3 people with diverse responsibilities and skills.

### **Technology:**

- High level of competency with standard technology. Familiarity with Salesforce CRM, MailChimp, Wordpress or Google Docs preferred.

**Salary range - \$60,000**

**Deadline to Apply: Monday Jan 17, 2022. Send resume and cover letter to [director@generationserve.org](mailto:director@generationserve.org)**

**ABOUT US:**

Generation SERVE provides meaningful volunteer experiences for families, engaging young children in community service and inspiring lifelong volunteerism. Through age appropriate, hands-on volunteer activities, families learn the value of helping others while providing a service to the community. Since its inception in 2009, Generation SERVE has organized over 100,000 youth volunteer hours serving over 100 Austin-area non-profit organizations and groups. In 2019, the program expanded to Houston, TX. To learn more about Generation SERVE, visit [www.generationserve.org](http://www.generationserve.org).