



## **Director of Volunteer Talent Management**

The **Director of Volunteer Talent Management** is responsible for developing and implementing a plan to drive volunteer recruitment and engagement. This role reports directly to the VP of Membership Relations and oversees several volunteers: Associate Director, Volunteer Management, Event Volunteer Coordinator, Volunteer Appreciation Manager, as well as several volunteers that serve as “Sherpas”. The ideal candidate has the ability to lead a team to develop and implement a process to match candidate qualifications with organization needs. The ability to approach strangers with sociability and relatability is also key to this role.

### **Main Responsibilities for the Director of Volunteer Talent Management:**

- Recruit, qualify and match volunteers to fill the needs of AMA Chicago chapter committees, projects and events
- Improve membership retention through ongoing communications (in coordination with Communications Committee and Membership Directors), developing materials and campaigns to promote member value specifically related to benefits of volunteering
- Plan and run annual volunteer appreciation event
- Develop and implement volunteer recognition program
- Develop and manage ongoing “Sherpa” program as a way of professionally qualifying volunteer candidates and placing them in appropriate role
- Work closely with other Membership Directors to insure coordinated efforts that drive member value and engagement, to achieve Membership objectives
- Assume responsibilities common to all officers and directors

### **Top Three Requirements for the Director of Volunteer Talent Management:**

- Overall human resource or recruiting experience with a background and/or keen interest in marketing or business development
- Strong leadership and communication skills
- Ability to work cross-functionally – coordinating initiatives across the AMA Chicago Board and with other membership sub-committees

### **Time Commitment:**

- 2-5 hours a week
- Attend monthly committee meetings
- Attend monthly board meetings and some events.