



Associate Director of Volunteer Partnerships

Women's Money Matters is seeking a full-time **Associate Director of Volunteer Partnerships** to join our passionate and dedicated team. An integral member of our team, the Associate Director of Volunteer Partnerships reports to the Chief Program Officer and supports strategic volunteer partnership efforts, cultivates and maintains corporate relationships, oversees community engagement, recruitment and management of our volunteer community.

About Us:

- We are a financial wellness and empowerment program for women living on low-incomes
- Our program combines financial health workshops with one-to-one volunteer coaching
- We are a growing organization, serving Massachusetts and southern New Hampshire since 2009
- We are a hybrid workforce

About You:

- Proactive self-starter with proven history of volunteer recruitment strategies and managing strategic partnerships
- A minimum of 10+ years of nonprofit experience, including volunteer and team management
- Strong leadership and management skills
- Experience representing an organization to external audiences
- Capacity to work effectively in a fast environment with evolving priorities
- Proven track record of developing successful partnerships with companies and organizations
- Excellent verbal and written communication skills
- You have appreciation for diversity, strong cultural awareness, and sensitivity in working with the underserved
- You have some salesforce, g-suite, and zoom experience
- You speak Spanish (preferred but not required)
- Bachelor's degree or higher preferred
- Must have reliable car to attend events and partner meetings
- Must live within commuting distance of Greater Boston
- Willingness to work some evenings and weekends to accommodate programming and volunteer needs

About the Opportunity:

Core responsibilities include:

- Lead volunteer recruitment efforts across all programs, ensuring each program is fully supported
- Lead the creation and implementation of a recruitment and training strategy to deepen existing volunteer partner relationships and cultivate new ones
- Create and execute strategies for building a sustained base of repeat volunteers
- Identify and develop partnerships with corporations and organizations who can potentially provide volunteer pipelines
- Manage the onboarding and training of new volunteers ensuring an excellent experience and pathway to participation
- Manage, build, and maintain our volunteer database and pipeline
- Serve as spokesperson for the organization as needed, and articulate our mission to external constituents, partner organizations, and potential funders
- Collaborate with the Development team on mutually beneficial partnerships for securing both funding and volunteers
- Collaborate with Program Managers and the Marketing manager to develop engaging volunteer opportunity materials
- Manage the WMM Connect community platform to support active user engagement and volunteer resources
- Leadership and Management
- Lead a two person team of a Senior Community Engagement and Communications Manager and a Volunteer Coordinator
- Other duties as assigned

Compensation: \$65,000 - \$75,000 with additional monthly stipend paid directly in lieu of health insurance, work from home and wellness stipends. Other benefits include a flexible, remote work schedule, paid time off, including all federal holidays and a wellness week at the end of December, and a 401K employee match. Qualified candidates must submit a **cover letter and resume** to Pilar at pditomaso@womensmoneymatters.org

Women's Money Matters is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, sex, color, religion, national origin, ancestry, age, protected veteran status, disability, sexual orientation, gender identity/expression, marital status, or other protected class. Knowing its importance to the success of our work, Women's Money Matters is committed to diversity and inclusion, and we aspire to build a diverse staff team and community, including groups that are traditionally underrepresented among our sector leadership.