

National Alliance for Volunteer Engagement
Volunteer Position Description

Leadership Team Member

Updated January 1, 2019

Position Overview	The Leadership Team shall be made up of 8-10 individuals to guide and be accountable for the work of the Alliance. Team members will represent diverse sectors and as well as each of the working groups. The Leadership Team is responsible for developing and maintaining the budget, determining the goals and objectives of the Alliance, and managing communications to attract interest, support, and participation in the work of the Alliance. The Leadership Team may elect a Chair to provide leadership to keep the group working efficiently.
Purpose of the Position	Provide leadership and oversight of the Alliance’s work while ensuring engagement of many voices into the process.
Duties and responsibilities	<ul style="list-style-type: none"> ● Provides leadership and oversight of all aspects of the Alliance. ● Defines the scope of work and develops and implements the strategic plan, ensuring that it aligns with the Alliance mission and vision. ● Manages the Alliance budget and secures funding as need to support the work. ● Develops and implements ongoing communications plan to continue to attract interest and participation in the work of the Alliance. ● Develops recruitment criteria and process for Working Group and Advisors participation. Holds Working Groups accountable for deliverables. ● Provides input into the consistent selection process of participations for each Working Group. ● Serves as the liaison between the Advisors and the Working Groups to ensure effective communication and collaboration. ● Work closely with AL!VE and facilitators to plan meetings, develop agendas, ensure budget management, as appropriate
Training Requirements	<ul style="list-style-type: none"> ● Attend an online webinar orientation ● All Leadership Team members will be trained “on the job”
Skills and Qualifications	<ul style="list-style-type: none"> ● Experience participating in and/or leading alliances/coalitions ● Experience and leadership in volunteer engagement, government service, funding, nonprofit management, corporate engagement, or related field. ● Strong collaborator and effective communicator. ● Ability to represent and serve as an ambassador of the Alliance.
Time commitment required	<ul style="list-style-type: none"> ● Leadership Team members may serve for up to two years, allowing for fresh voices and diverse participation over time. ● Regular conference calls (potentially up to 2 per month, sometimes more) ● Work and reading in between meetings to further the goals of the Alliance ● Periodic in-person meetings (grant funding for travel expenses may be provided)
Benefits	<ul style="list-style-type: none"> ● Contribute directly to national collective action to advance volunteer engagement as an effective strategy to address community needs. ● Bring your skills to this innovative initiative. ● Build your collaboration skills and expand your national reach
Supervisor	<ul style="list-style-type: none"> ● Chair of the Leadership Team (TBD)