

## **RSVP DIRECTOR**

### **Job Description**

#### **Primary responsibilities:**

The RSVP Director is responsible for overseeing the development and ongoing coordination of RSVP throughout Hampshire and Franklin Counties.

#### **Supervision:**

Work is supervised by the Executive Director.

#### **Job Environment:**

Work is performed primarily under typical office conditions and also at direct service sites whose conditions vary. Hours are Monday through Friday, 8:30-4:30, with occasional weekend and evening work required.

Operates a motor vehicle and standard office equipment such as: personal computer including word processing, spreadsheet and data base software, telephone, fax, copier, and postage machine.

Has considerable contact with the public, employees of non-profit organizations and public agencies, representatives of funding organizations, RSVP volunteers, RSVP Volunteer Coordinator, RSVP Data Entry Clerk, and HCOG Assistant Director of Finance.

Has responsibility for confidential personnel and volunteer information and contract and budget information.

#### **Essential Functions and Duties:**

*(The essential functions or duties listed below are intended only as illustrations of various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

- Manages the RSVP program in accordance with the policies and practices of the Hampshire Council of Governments, program funding sources, and regulatory agencies.
- Supervises staff, interns, and volunteers assigned to the RSVP program.
- Demonstrates leadership and vision in developing new initiatives that create high-impact volunteer systems.
- Maintains program quality by developing, planning, and implementing grant work plans. Ensures that at least 50% of volunteers are placed in impact-based assignments with measureable results designed to meet critical community needs.
- Develops a sustainable funding base: prepares grant applications and contracts for new and continuing funding sources to maintain a sound funding base for the RSVP program.
- Represents the program in the community through presentations, affiliations, and participation in meetings and conferences to increase viability of the program, expand base of awareness, secure funding, and recruit volunteers.
- Coordinates all project evaluation and measurement.
- Prepares all reports, proposals, and budgets in a timely manner.
- Monitors the work of 650+ RSVP volunteers.
- Assists RSVP Volunteer Coordinator in organizing ongoing volunteer training with primary

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focus being on high impact initiatives.

- Manages a system of 60+ non-profit and public agencies that host RSVP volunteers.
- Works in partnership with program collaborators and maintains communication with them.
- Mediates concerns or conflicts which may arise within the program.
- Promotes the RSVP program throughout the community by cultivating media contacts, creating press releases, developing public relations materials including program newsletter, managing the website and social media presence, and public speaking.
- Hosts volunteer recognition events.
- Maintains relationships with national and state RSVP programs.
- Works closely with RSVP Community Advisory Group and HCOG Human Services Municipal Advisory Committee, soliciting their advice and assistance on matters affecting program operation.

### **Physical Requirements**

Minimal physical effort required in performing duties under typical office conditions. Position requires the ability to operate standard office equipment at an efficient speed. The employee is frequently required to use hands to finger, handle or feel objects, tools or controls and reach with hands and arms. The employee must occasionally lift up to 20 pounds. The employee is frequently required to sit, talk and listen. Must have access to a car and be able to drive to appointments throughout our service area.

### **Education**

- Bachelor's degree in a related field, master's degree preferred
- Three years experience working in a program related field
- Experience working with older adults and/or volunteers

### **Knowledge, Ability and Attitude**

- Strong commitment to service and volunteerism
- Demonstrated ability to build strong, productive relationships with diverse individuals and organizations to achieve common goals
- Demonstrated ability to work independently and in a professional manner
- Ability to pay attention to detail while seeing the big picture
- Excellent writing, speaking and communication skills
- Ability to prioritize responsibilities and complete projects in a timely manner
- Proven ability to initiate problem solving and remain flexible
- Computer skills (Microsoft Office Suite and other program-specific software)
- Possess a valid driver's license and a reliable vehicle to use for work
- Ability to lift boxes with programmatic materials up to 20 pounds
- Willingness and ability to work some evenings and weekends as job requires

**Salary Range:** \$43,000 - \$49,000

To apply, send cover letter and resume by 1/19/11 to John J. Lillis at [jlillis@hampshirecog.org](mailto:jlillis@hampshirecog.org) or HCOG, 99 Main St., Northampton, MA 01060. Email preferred.