



VOLUNTEER MANAGER

Location: Stillwater, Minnesota

Start Date: December 7, 2026

Classification: Full Time | Exempt | In-Person

Salary Range: \$62,000-\$66,000 (annually), depending on experience

Everybody needs help sometimes.

Valley Outreach strengthens the community by providing food, clothing, and supportive services that help people achieve stability. We believe every interaction should reflect our values of collaboration, connection, equity, kindness, and trust to provide a dignified experience. Together, staff, volunteers, donors, and community partners create opportunities for community members to thrive.

About the Role

Valley Outreach is seeking a Volunteer Manager to lead and strengthen our volunteer engagement program, supporting a community of more than 600 volunteers annually.

The Volunteer Manager will oversee the volunteer experience from recruitment and onboarding through training, engagement, recognition, and retention. This role will work collaboratively across Valley Outreach programs to ensure volunteers are prepared, supported, and meaningfully connected to our mission.

The ideal candidate is a relationship-builder and thoughtful leader who enjoys bringing people together, creating effective systems, and building inclusive experiences where people feel welcomed, valued, and equipped to contribute.

What You'll Do

Lead Volunteer Engagement

Develop and implement a comprehensive volunteer engagement strategy aligned with Valley Outreach's mission, programs, and organizational priorities. Serve as an internal resource to employees and leaders on effective volunteer engagement practices.

Recruit, Welcome & Retain Volunteers

Build and diversify a strong volunteer pipeline through community relationships, partnerships, outreach, and engagement. Create welcoming and inclusive onboarding, training, recognition, and retention experiences grounded in racial equity and social justice.

Build Strong Volunteer Systems

Oversee volunteer scheduling, records, reporting, and volunteer management systems, including Volgistics. Use volunteer data, feedback, and trends to identify opportunities for improvement and communicate volunteer impact.

Support Safety & Compliance

Maintain effective volunteer screening, confidentiality, safety, conduct, and risk-management practices. Maintain volunteer policies and resources and support appropriate responses to volunteer-related concerns or incidents.

Collaborate Across Valley Outreach

Partner with program managers and employees across the organization to align volunteer capacity with program and service needs. Support volunteer-driven programs, service projects, organizational initiatives, and community partnerships.

What You Bring

We're interested in candidates who bring a combination of relevant experience, skills, and a commitment to Valley Outreach's mission.

Minimum Qualifications

- 3–5 years of experience in volunteer management, community engagement, nonprofit operations, human services, or a related field.
- Experience recruiting, training, coordinating, or supporting volunteers or community members.
- Strong relationship-building and interpersonal skills.
- Excellent organizational and project management skills.
- Strong written and verbal communication skills.
- Ability to manage multiple priorities and adapt to changing needs.
- Ability to lead through collaboration and influence.
- Commitment to equity, inclusion, and culturally responsive engagement.
- Proficiency with Microsoft Office and comfort learning and using technology-based systems.

Preferred Qualifications

- Experience working in a human services or community-based nonprofit organization.
- Experience coordinating large-scale volunteer programs, service projects, or community/corporate partnerships.
- Experience with Volgistics or another volunteer management platform.
- Experience using volunteer data and metrics to inform strategy and communicate impact.

How We Work

At Valley Outreach, how we accomplish our work matters just as much as what we accomplish.

<u>How We Care</u>	<u>How We Think</u>	<u>How We Serve</u>
We demonstrate empathy, compassion, and respect. We build trust, foster inclusion, and promote dignity and equity.	We exercise sound judgment, solve problems proactively, pursue continuous improvement, and make mission-driven decisions.	We deliver high-quality work with accountability, collaborate across departments, communicate effectively, and provide exceptional service to clients, volunteers, community, and one another.

Compensation & Benefits

Salary Range: \$62,000–\$66,000 annually, depending on experience.

Benefits: Valley Outreach offers a comprehensive benefits package including two medical plan options with a strong employer premium contribution and HSA support, dental, low-cost employee-paid vision, a SIMPLE IRA with employer match, employer-provided life insurance, and employer-funded Minnesota Paid Family and Medical Leave. Staff also receive a combined PTO bank, 13 paid holidays, an Employee Assistance Program, and professional development support. Benefits are governed by the applicable plan documents and may be modified at any time.

Work Environment

This is a full-time, exempt, in-person position based in Stillwater, Minnesota. The position is generally scheduled for 40 hours per week and requires regular collaboration with volunteers, employees, community partners, and program participants.

The role may occasionally require lifting or moving up to 50 pounds and supporting on-site events or program activities.

Our Commitment to Racial Equity, Social Justice & Inclusion

At Valley Outreach, racial equity and social justice are central to how we serve the community, support staff, and make decisions. Through our employee-led **Racial Equity & Social Justice** efforts and our ongoing organizational practices, we are committed to identifying barriers, advancing equity, and creating a workplace where people of all backgrounds are treated with dignity, respect, and belonging. We seek employees who share this commitment and are willing to learn, reflect, and actively contribute to an equitable and inclusive workplace.

Valley Outreach is an Equal Opportunity Employer and provides reasonable accommodations to qualified individuals with disabilities throughout the application and employment process.

Ready to Join Us?

If you're excited about building meaningful relationships, creating exceptional volunteer experiences, and helping strengthen a community-centered organization, we'd love to hear from you.

To Apply:

Please send your resume and a brief cover letter to jobs@valleyoutreachmn.org and place *Volunteer Manager* in the subject line.

Your cover letter is an important part of our application process and an opportunity for us to learn more about you beyond your resume. Please share **why you are interested in the Volunteer Manager role, the experiences or strengths you would bring to the position, and how you would contribute to Valley Outreach's commitment to racial equity, social justice, and an inclusive community.**

We recognize that candidates communicate their experiences in different ways. If you prefer not to submit a traditional cover letter, you may provide a thoughtful response addressing the areas above in the body of your email.

We encourage you to apply even if your experience does not match every preferred qualification.