

**Iowa Natural Heritage Foundation  
Volunteer Coordinator**

This position leads, nurtures and expands Iowa Natural Heritage Foundation’s volunteer program. This person will work with INHF staff to create or formalize opportunities to strategically engage volunteers while increasing awareness and building support for INHF.

The Volunteer Coordinator is responsible for developing overall program goals, leading strategic discussion around community engagement, conducting outreach and follow-up with regular and prospective volunteers, and planning and coordinating workdays on the land, ongoing service projects and collaborative events with partner organizations.

This person must be a well-organized self-starter with very strong communication skills. Someone with an outgoing, enthusiastic attitude and ability to develop a positive rapport with staff and volunteers is essential. This position reports to the Communications Specialist.

% of Time	Duties	Standard
50%	<p><b>Oversee INHF’s volunteer engagement efforts</b></p> <p>Coordinate with INHF staff to identify needs, recruit volunteers, manage program supplies, prepare volunteer job descriptions, lead volunteer orientation and training as well as follow-up and recognition.</p> <p>Collaborate with other staff in establishing long-term programmatic goals.</p> <p>Prepare annual budget suggestions.</p> <p>Maintain volunteer program database in Salesforce.</p> <p>Maintain INHF’s accreditation as a Service Enterprise.</p> <p>Regularly report on volunteer program to staff and board.</p>	<p>Strong coordination with staff, volunteers and other community partners</p> <p>Efforts are purposeful, diverse and reach a variety of audiences</p> <p>Volunteers feel supported and valued; can clearly see how they impact our work</p> <p>Timely data input</p> <p>Bi-monthly writeups in board packet and verbal reports to board as needed</p> <p>Fulfill requirements of Service Enterprise accreditation</p>
25%	<p><b>Strategically increase INHF’s reach and capacity</b></p> <p>Lead staff discussion in identifying opportunities to strategically engage individuals, corporate groups and community partners in volunteer activities that support in-progress protection projects, in key legislative districts or in ways that otherwise provide a lift for INHF’s work.</p> <p>Provide key volunteers with resources to take on leadership roles or increased responsibility.</p> <p>Train staff as needed to collaborate with volunteers.</p>	<p>Volunteer program is effectively embedded across all departments and levels of the organization</p> <p>Staff feel equipped to work directly with volunteers</p> <p>Actively seeks opportunities to expand program and draw people into our work in meaningful ways</p>

% of Time	Duties	Standard
10%	<p><b>Support INHF outreach efforts</b></p> <p>Assist with booth opportunities, speaking engagements or other events as needed</p>	Active participation, has engaging conversations with the public
15%	<p><b>Professional development</b></p> <p>Seek continuing education opportunities or certifications.</p>	Continually develop skills to grow the volunteer program

This full-time, exempt position typically involves 40 hours per week in our office, in the field or working remotely. Duties involve regional or statewide travel and evening or weekend commitments. Some lifting of event materials is expected. The salary range for this position is \$46,625-\$65,275.

**Requirements:**

- **Skills:** Strong time management skills, interpersonal skills and ability to set goals and manage simultaneous priorities. Must have comfort in learning or experience in managing database software. Driving ability required.
- **Education & Experience:** Bachelor’s degree in related field, two years of experience in volunteer management, community building or similar role. Certification of Volunteer Administration is desired but not required.

**Please note:** This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.