

Organizational Information:

The Galveston Bay Foundation (GBF) is a nonprofit organization that has worked for 35 years to preserve and enhance one of the world's most productive estuaries—Galveston Bay—as a healthy and productive place for generations to come. We have diverse programs in land preservation, habitat restoration, water quality and quantity, youth education, and advocacy. Our office is located in Kemah, Texas. To learn more about the Galveston Bay Foundation, please visit www.galvbay.org or find us on social media.

Position title:	Volunteer Manager
Reports to:	Director of Operations
Classification:	Full-time; exempt
Compensation:	\$50,000 to \$60,000 depending on experience. Benefits package includes health insurance options, long-term disability insurance, retirement savings with company match, and paid time off accrual

Summary:

The Galveston Bay Foundation (GBF) seeks a full-time Volunteer Manager to oversee volunteer programs and the recruitment, development, and recognition of GBF volunteers. Volunteers are essential to the success of the Galveston Bay Foundation. They leverage in-house resources and contribute to the hands-on delivery of important program goals, activities, and events. Also, through volunteer engagement, GBF can foster a community of lifelong stewards of Galveston Bay and inspire actions that benefit the health of the Bay. GBF's volunteer opportunities are broad, ranging from organizational governance by our Board of Directors to trained citizen science volunteers to more episodic community-based event volunteers.

The position is a member of GBF's operations team but regularly interfaces with all other departments – communications, development, and programs – in the important task of meeting the volunteer needs of the entire organization and ensuring proper volunteer management and care. The position oversees the work of the Volunteer Events Coordinator in organizing logistics for volunteer events and activities.

The position is well-suited to someone who enjoys working with and establishing relationships with people, is outgoing and empathetic, thrives on collaboration, is a skilled communicator and is safety-conscious, and can think strategically and creatively and adapt to changing situations.

Key Duties and Responsibilities:

- Oversee all volunteer recruitment, placement, retention, and recognition initiatives, including the annual Bravos for the Bay volunteer appreciation event
- Develop volunteer needs assessment and address inquiries about volunteering with GBF
- Collaborate with GBF's development team to develop sponsor relationships and engage corporate volunteers
- Serve as liaison between GBF departments to identify and address volunteer needs and opportunities
- Ensure the safe and proper operation of all sustained volunteer activities (such as oyster gardening, water quality monitoring, marine debris, land stewardship, etc.).
- Oversee administration of the volunteer management platform, volunteer background check process, and volunteer tracking procedures
- Keep volunteers engaged and informed through regular communications and collect meaningful volunteer stories to highlight their experience

Key Qualifications:

- At least 3 years of experience in a related field; minimum 2-3 years of professional experience managing volunteers strongly preferred.
- Highly motivated personality with the ability to lead and relate effectively to a wide variety of individuals
- Strong organizational and time management skills, with the ability to prioritize deadlines
- Excellent customer service, interpersonal, and communication skills, both verbal and written
- Proficiency in Microsoft Office software including Word, Excel, and Outlook; experience with volunteer management software a plus

The position will remain open until filled. Only qualified applicants will be considered. To apply, email cover letter and resume to jobs@galvbay.org. Please reference position title in subject line of email.

Galveston Bay Foundation is committed to celebrating diversity and promoting an inclusive workplace environment. We respect and value the differences of people and actively work to ensure fair and equal treatment of our employees and constituents regardless of differences in race, ethnicity, religion, sex, age, marital status, veteran status, sexual orientation, disability, political affiliation, or any other protected characteristic. It is key that our staff, board, volunteers, supporters, and programs are inclusive and reflective of the people of Texas and our Galveston Bay region. These efforts make Galveston Bay Foundation stronger and more resilient and truly able to serve Galveston Bay for generations to come.