

Job Title: Volunteer Engagement Manager

Classification: Exempt

Reports to: Chief Community Officer

Date: September 26, 2024

Summary/Objective

The American Physiological Society (APS) is seeking a motivated and creative individual to join our team as a Volunteer Engagement Manager. As the manager, you will collaborate with APS' leaders and staff to cultivate a robust volunteer program that actively engages members, supports APS' mission to empower scientists to understand life and improve health and advances our strategic goals.

Essential Functions

- Manage APS' volunteer programs, ensuring meaningful and productive experiences for members and alignment with the Society's goals.
- Partner with APS leaders and staff to create and manage an effective volunteer recruitment, application and selection process.
- Evaluate volunteer program effectiveness and recommend improvements based on member feedback and organizational needs.
- Provide administrative and operational support to committees to ensure positive volunteer experiences and alignment with program goals.
- Collaborate with committee leaders and staff to manage committee events.
- Provide excellent customer service and resources for members seeking volunteer opportunities.
- Maintain accurate volunteer data, reports and materials to promote the volunteer program.
- Manage a staff volunteer liaison program to foster consistent, high-quality volunteer experiences.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Competencies

The ideal candidate is someone with a passion for creating positive volunteer experiences and a desire to work with colleagues to build a high-performing volunteer



program to serve member needs and advance organizational goals. Preferred knowledge and skills:

1. Strong organizational and program management skills with the ability to multi-task in a fast-paced work environment.
2. Excellent interpersonal and diplomacy skills to work effectively with volunteers, leaders and staff.
3. Outstanding communication skills, both written and verbal, and a strong attention to detail.
4. Enthusiasm for creating positive, impactful volunteer experiences.

Supervisory Responsibility (if applicable)

NA

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. This position requires the ability to occasionally lift office products and supplies, up to 20 pounds.

Required Education and Experience

1. Five to seven years of experience working in an association/nonprofit organization supporting association volunteer programs, including volunteer committee operations, community engagement, and volunteer outreach preferred.
2. Bachelor's degree preferred.

Other Duties

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. Duties, responsibilities and activities may change at any time with or without notice.



Benefits

This position is a full-time, exempt position. APS offers a competitive salary with excellent benefits, including a 403(b)-retirement plan; holidays, generous annual and sick leave; medical, dental, and vision insurance plans; flexible spending; and life and short-and long-term disability insurance. Where will you work? We are a remote-first organization. We do have office space and there will be times when an in-person division meeting or staff meeting will be held at the office. Some staff work in the office 2 - 3 times per week, others come in once a month. The key is to identify with supervisors what works best for staff to produce the best outcomes. The APS office is based in Rockville, MD (Washington DC metro area) and preference will be given to candidates from this area.

To Apply

All qualified applicants must send a cover letter, including salary requirements and a resume, to resume@physiology.org.

To learn more about APS, please visit: <https://www.physiology.org>

To learn more about APS Publications, please visit <https://journals.physiology.org>.

APS is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.