



## Position Opening

### Assistant Director for Volunteers and Institutional Relationships

Meals on Wheels of Wake County (Wake MOW) seeks a dynamic leader to head up our individual, corporate, and institutional volunteer programs. This position is a key member of the Development team and reports to the Director of Development and Communications. They will manage a portfolio of corporate, faith based, and civic relationships to strengthen and expand the impact of our volunteer network.

Each day, Wake MOW serves homebound and active seniors through our home-delivered meals program and at 11 Friendship Cafes across Wake County. Volunteers are the backbone of this effort, with over 100 volunteers delivering meals on 99 routes each weekday, serving 900 clients, and up to 25 volunteers assisting in our lunch sites daily. This role will continue to grow our existing volunteer efforts and expand into new opportunities by engaging volunteers through pro bono teams, professional mid-level roles, internships, corporate engagement activities, and special projects.

### Position Overview

The Assistant Director is responsible for coordinating all aspects of a robust volunteer program, ensuring alignment with Wake MOW's strategic vision and long-term sustainability. Their success in attracting and engaging volunteers is critical to Wake MOW's operations and ability to serve seniors in need. This role also plays a vital function in developing **strategic partnerships** and reinforcing the connection between volunteerism, community engagement, and philanthropy.

### Key Responsibilities

#### Volunteer Recruitment & Engagement

- Develop and implement strategies to recruit new volunteers and reactivate inactive ones.
- Establish pathways for **volunteers to engage more deeply** with Wake MOW, including leadership roles and advocacy efforts.
- Serve as the primary point of contact for volunteers, ensuring clear communication and strong engagement.

#### Corporate & Institutional Partnerships

- Identify opportunities for partnerships with **community stakeholders, corporate partners, faith-based organizations, and civic groups.**

- Develop and implement **corporate engagement programs**, including employee volunteer initiatives and skills-based volunteerism.
- Foster long-term institutional relationships that **support both volunteerism and philanthropy**.

### **Training & Program Management**

- Design and lead volunteer training programs, including orientation and specialized workshops.
- Develop and maintain volunteer program materials such as policies, procedures, applications, and handbooks.
- Ensure volunteers are matched with opportunities that align with their skills, interests, and availability.

### **Volunteer Recognition & Retention**

- Organize volunteer appreciation events and initiatives to recognize contributions and encourage retention.
- Create storytelling opportunities, working with Communications to highlight volunteer impact.

### **Strategic Impact & Growth**

- Collaborate with the Development team to strengthen the **volunteer-to-donor pipeline**, recognizing that many volunteers become long-term financial supporters.
- Develop strategies to **expand volunteer engagement beyond direct service**, including advocacy, peer recruitment, and event participation.
- Evaluate program effectiveness and implement improvements based on feedback and data-driven insights.

### **Ideal Candidate Qualifications**

- Bachelor's degree (preferred) in an appropriate field with significant experience in **volunteer program leadership**.
- A mission-centered commitment to seniors and ability to be a **servant leader**.
- Strong emotional intelligence and ability to work with **diverse volunteer and client populations**.
- Experience soliciting **both human and financial contributions**, with an understanding of how volunteerism and fundraising intersect.
- Excellent written, public speaking, and marketing skills.
- Experience supervising others and developing standard operating procedures for **volunteer management**.
- Highly organized with strong project management skills and the ability to juggle multiple priorities.

### **Position & Compensation Details**

This is a full-time salaried position with **competitive compensation and generous benefits**, including health, dental, vision, disability, PTO, 13 paid holidays, and a retirement matching program. This role requires in-office work and frequent travel throughout Wake County, including some nights and weekends. A valid driver's license and reliable transportation are required.

Screening will begin immediately and continue until the right candidate is identified. **Please no phone calls.** Interested candidates should submit a resume and cover letter to **volunteerAD@wakemow.org** or mail to:

**Volunteer Position**

Meals on Wheels of Wake County  
1001 Blair Drive  
Raleigh, NC 27603