



Volunteer Development Director

Job Description

Austin Disaster Relief Network (ADRN), is a non-profit organization of churches, ministries, and businesses within the Christian community of Greater Austin designed as a disaster relief alliance to help those in need in times of disaster. ADRN seeks a Volunteer Development Director to be based in Austin, Texas. The Volunteer Development Director will play a key role in supporting ADRN's expanding volunteer recruitment, retention, maintenance, engagement, and deployment program in the five-county region. The Volunteer Development Director is an essential position within ADRN in support of its mission and vision.

Job Description:

The Volunteer Development Director designs, plans, and directs the volunteer program to support response and recovery operations, mission-critical CORE Teams (CISM, CERT, Chaplain), Field Operations), the augmentation of the services of regular staff. The Volunteer Development Director oversees Basic Training implantation and provides oversight to the CISM, CERT, and Chaplain CORE Team. The volunteer program led by the Volunteer Development Director ensures that internal departments and core teams are able to request and obtain trained volunteers required to carry out their functions during both non-deployment mode (NDM) and deployment mode (DM). The volunteer program must ensure that ADRN's volunteers are kept informed of opportunities within ADRN and to notify and activate trained volunteers to accomplish ADRN's mission and vision. The Volunteer Development Director reports to the Chief Operations Officer (COO) during non-deployment mode (NDM) and to the Field Operations Manager (FOM) during deployment mode (DM).

Duties and Responsibilities:

- Design, plan, and direct volunteer program
- Manage staff subordinates and volunteers in the day-to-day performance of their jobs
- Ensure goals and milestones for the department are met
- Develop a multidisciplinary team to support volunteer operations
- Lead and steward current and prospective relationships and volunteers
- Coordinate with MARCOM, Field Operations, and Church Network Development to develop a comprehensive and cohesive approach to volunteer recruitment, engagement, and retention
- Design and implement a system to enhance the effectiveness of internal and external efforts to recruit, appreciate and retain volunteers throughout each Sector
- Assist in the design of reports on key metrics and performance indicators
- Organize and provide Basic Training orientations for Sector Leaders

- Coordinate volunteer recognition and appreciation efforts
- Engage in speaking engagements in coordination with Sector Leaders
- Coordinate large volunteer group activities
- Lead and develop a plan to create a culture of volunteerism and volunteer appreciation organization-wide
- Complete annual strategic plan
- Oversees mission-critical CORE Teams (CISM, CERT, and Chaplain)
- Supports volunteers in the Field Operations, Call Center, and Disaster Shepherd CORE Teams
- Performs duties as assigned by COO

Position Requirements:

- Bachelor's degree preferred.
- Ability to communicate with volunteers.
- Writing skills related to managing the program.
- Great interpersonal, networking, and rapport-building skills with community members, coworkers, and volunteers.
- Information systems knowledge of office and personnel management software required for this position – google suite, Microsoft Office, database, communication software.
- Public speaking and presentation skills are needed to perform training and information sessions.
- Experience working in the nonprofit sector is preferred.
- Desire to continue learning and improving skill sets.
- Sound judgment and confidentiality.
- Mature faith in Jesus Christ is compatible with the ADRN statement of faith and philosophy. High energy, love, and passion for God and His mission through ADRN is essential.
- Commitment to the Vision, Mission, and Core Values of ADRN.

Organizational Expectations of Staff:

- Follow organizational policy, procedures and practice a culture of honor within one another.
- Learn, understand and embrace ADRN culture, foundational words from the Lord, and the ADRN vision and mission.
- Seek God's face, read His word, and be led by the Holy Spirit.
- Communicates clearly with peers, co-workers, and team members.
- Sets the tone on reliability, attendance, high-performance standards, and what it means to be an "I AM Ready Christian", emotionally, spiritually, and physically to all volunteers.
- Spends minimally one planned day per month, away from the office, seeking God's face for direction, guidance, support, and relief for the role. Spends time in the word and prayer with God for spiritual instruction, growth, and rest.
- Attends all of ADRN's emotional, spiritual, and physical training to understand the depth of what ADRN offers churches and volunteers.

- Minimum of **40** hours per week.
- Willingness to accept and sign our Statement of Faith.
- Attend Thursday morning Staff Prayer in the Hope Prayer Center.

ETHICAL STANDARDS:

ADRN has a reputation for conducting its ministry and activities with integrity and in accordance with the highest ethical and Biblical standards. All employees of ADRN must be committed to the Lord Jesus Christ, in accordance with the Bible and with ADRN's Statement of Faith. The authority for making a determination of these standards for ADRN shall be the Board of Directors working in consultation with the Executive Director, applying their interpretation of the standards set forth in the Bible.

- ADRN Mission Statement: To glorify Christ by equipping, empowering, and mobilizing a network of churches to respond to the physical, emotional, and spiritual needs of those affected by a disaster. Luke 10: 25-37, Ephesians 4:12-16
- ADRN Vision Statement: An active, empowered network of prepared churches, bringing hope into crisis through the transforming power of Jesus Christ to every life and community we serve. Revelation 19:5-7

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