



# Lutheran Volunteer Corps

BUILDING COMMUNITY, WORKING FOR JUSTICE, LIVING SIMPLY AND SUSTAINABLY

## East Coast Program Manager

Part-time; Exempt with Benefits

### LVC MISSION AND VISION

Lutheran Volunteer Corps (LVC), a community of faith, unites people to work for peace with justice. In response to the gospel of Jesus Christ, LVC welcomes people of any or no religious affiliation to share the spiritual practices of working for social justice, building intentional community, and living simply and sustainably.

LVC is on a Journey to an Inclusive Community, seeking to counter oppression in all its forms, with a particular focus on antiracism work in LVC, the church and society. LVC is also a Reconciling in Christ organization, welcoming and encouraging the participation of lesbian, gay, bisexual and transgender people in all aspects of LVC.

### POSITION SUMMARY

The Program Manager is LVC's representative for the, Baltimore, and Wilmington programs. This position manages long-term relationships with non-profit agencies, the local LVC communities, and local congregations, and facilitates resources for volunteers in the region. This position strengthens and cultivates LVC's local network of supporters, and develops relationships that help create sustainable funding opportunities for LVC. The Program Manager demonstrates a commitment to the mission and vision of LVC including its core practices of social justice, intentional community and simply and sustainable living.

### POSITION DUTIES AND RESPONSIBILITIES

The duties and responsibilities listed below provide a general overview of the position and is not intended to be an all-inclusive list of duties and responsibilities. As with any position, other duties and responsibilities may be assigned or reassigned as needed within the LVC business model.

#### Volunteer and Placement Management +/-30%

- Implement the LVC program with a cohort of 10-15 Volunteers to help them gain practical experience in peace with justice activities, explore their spiritual foundation, learn about racism and other forms of structural oppression, and build bridges across difference by living in intentional community and learning consensus building and conflict resolution skills

- Maintain three-way relationship between LVC, volunteers and placements including conducting reviews and providing customer service when needed
- Recruit appropriate placements in which LVC Volunteers serve and attain placement recruitment goals

#### Local Support Network +/-20%

- Manage, build, and support alumni, congregations, and volunteers who support the LVC Volunteers in their service year
  - Identify, train and provide ongoing support of local mentors that support volunteer communities throughout the year
  - Seek and maintain relationships with local anti-racism/anti-oppression partners
  - Seek and maintain relationships with area volunteer service corps organizations
  - Facilitate and plan local orientation for incoming volunteers with help from local supporters

#### Advancement +/-10%

- Participate in Volunteer recruitment efforts, including visits to college campuses to meet with students and staff over several days on campus
- In consultation with the development team, develop an annual fundraising plans that engages Volunteers and the community to support the LVC program locally
- Build and cultivate relationships with alumni, local donors, area congregations and area ELCA synods
- Develop social events for LVC community to build fellowship and deepen engagement in faith formation, peace with justice work, and support for LVC

#### Volunteer Matching and Matching Process +/-20%

- Provide evaluative feedback on current placements by completing site visits and maintaining ongoing dialogue throughout the year
- Participate in prospective volunteer and placement matching
- Participate in local placement recruitment visits, based on annual recruitment plan

#### Program Curriculum and Development +/-20%

- Play a key role in planning and implementing LVC's National Orientation
- Organize and co-facilitate three regional volunteer retreats throughout the program year
- Make suggestions for improvement and respond to the changing needs of volunteers over time based on evaluations and volunteer feedback

## QUALIFICATIONS

### Required

- B.A. or equivalent
- Experience leading and facilitating identity and spiritual formation for young adults
- Natural ability and affinity to network and organize groups of people to support a cause
- Ability to use discretion and judgment within the duties and responsibilities of the position
- Comfort with managing competing priorities and creating solutions to problems independently
- Strong personal commitment to the mission and vision of LVC including its core practices of social justice, intentional community and simple and sustainable living
- Ability to articulate social and global justice in the context of Christian and other faith traditions
- Ability and commitment to engage the Lutheran community in the program region
- Strong written and verbal communication skills, including public speaking, meeting and workshop facilitation

### Preferred

- Experience as a volunteer in LVC or a similar year-long service program
- Experience as a volunteer coordinator in a similar year-long service program or 3 years' experience as a volunteer coordinator in a non-profit organization
- Previous experience in a multicultural setting
- Demonstrated application of anti-racism and anti-oppression analysis
- Demonstrated fundraising experience and excitement
- Excellent organizational, computer, writing and administration skills including proficiency using Microsoft 365, database systems including Hiretouch and NationBuilder or similar CRM

## LOCATION AND WORKING CONDITIONS

LVC currently operates in eleven cities across the United States. The part-time Program Manager - East position will be located in either Baltimore, MD or Wilmington, DE, and work from home, or can arrange for use of a shared workspace. This position typically works up to 20 hours per week, with a regular requirement to work night or weekend hours as well. Position involves regular travel between Baltimore and Wilmington, as well as travel to programming (National Orientation, Retreats, fundraising events, etc), and area recruiting trips.

## HOW TO APPLY

Full consideration will be given to all applications received by Monday, April 2, 2018. Application materials must include a resume and cover letter, which can be electronically submitted to: [manager\\_search@lutheranvolunteercorps.org](mailto:manager_search@lutheranvolunteercorps.org)

Organizational and background information on LVC is available at [www.lutheranvolunteercorps.org](http://www.lutheranvolunteercorps.org).

LVC promotes diversity and inclusion within its Board of Directors, committees, and staff, and promotes similar goals among donors, placement organizations and ministries, volunteers and the larger community. LVC strives toward equity, and does not discriminate on the basis of race, color, ethnicity, religion, national origin, age, gender, gender identity/expression, sexual orientation, genetic information, medical condition, marital status, veteran status, or disability. Persons of color and/or whose primary language is other than English are encouraged to apply.