



Job Description

Position Title: Area Manager

Status: Exempt

Position Summary: This position is responsible for all aspects of the SMART program in the area, including local fundraising, program quality, safety and volunteer recruitment. The manager is responsible for recruiting, training and managing SMART site coordinators; recruiting volunteers; building relationships with school personnel; and ensuring achievement of program standards. The manager will assist Development Director to develop and manage volunteer “chapters” as well as conduct other fundraising initiatives to secure sustainable funding and volunteers.

Reports To: Program Director

Direct Reports: SMART Site Coordinators & Area Assistant

PRIMARY RESPONSIBILITIES:

Program Management:

- Recruit , train and manage SMART site coordinators
- Work with volunteer manager in recruitment of volunteers and retention efforts
- Ensure program quality through regular quality reviews and training
- Work with district and school personnel to maintain strong communication and ongoing support for the SMART program
- Oversee and assure security of volunteer applications

Fundraising:

- Create and manage area community development plan to achieve SMART’s annual community development goals in the area
- Work with Development Director and volunteers to create and manage new chapter(s) in the area
- Develop and manage new area fundraising initiatives
- Develop and implement appropriate area community events and promotions
- Engage area businesses with SMART
- Grow and manage area donor base
- Transition existing area Leadership Council into a SMART Chapter
- Appropriately acquire, cultivate and acknowledge major donors and volunteer sponsors

Volunteer Recruitment:

- Work with volunteer manager to maximize area volunteer recruitment efforts
- Work with communities and stakeholders to help recruit site coordinators
- Work with the volunteer manager to coordinate and participate in appropriate area corporate volunteer recruitment activities

Public Relations:

- Maintain positive public relations for SMART in the local community
- Generate support for SMART in each neighborhood or community served.

Administration:

- Manage operations of the local field office
- Forecast and manage area budget
- Recruit, train and manage Area Assistant

Other:

- Complete other related tasks as assigned by Program Director

KNOWLEDGE AND SKILLS:

- Experience in supervision, development and evaluation of volunteer staff
- Ability to develop, manage and lead a work team
- Ability to work with school, business and community leaders
- Experience in program development and management
- Proven track record in fundraising, creating and tracking annual development plans
- Excellent oral and written communication skills
- Ability to represent the program and implement quality improvement procedures
- Ability to handle multiple projects and duties
- Ability to be flexible and adaptable to a learning, growing organization
- A sense of service and commitment to helping the children of Oregon learn to read
- Intermediate computer skills to include Microsoft office products

EDUCATION AND WORK EXPERIENCE:

- Bachelor's Degree or relevant experience

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is occasionally required to stand, walk and/or sit. The employee must occasionally lift and/or move up to 25 pounds. The noise level in the work environment is usually moderate.

GENERAL REQUIREMENTS:

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required for the position.