



Job Announcement Volunteer Manager

The Loppet Foundation creates a shared passion for year-round, outdoor adventure in the Minneapolis area, focusing on underserved youth and families. The foundation provides quality programming for youth and adults, produces world class adventures and sporting events, and strives to create a welcoming and inclusive community in its operations in Theodore Wirth Park. The Loppet staff are dedicated and energetic individuals who work together leveraging the various aspects of the Foundation to create a whole that is more than the sum of its parts.

PRIMARY DIRECTIVE: The Loppet Volunteer Manager supports the recruitment, retention, and care of the backbone of the Loppet, its volunteers.

Duties and Responsibilities

- Work with existing programs to determine volunteer needs and areas where volunteers can be leveraged (volunteer strategy across organization)
- Manage the online volunteer portal including volunteer shifts, descriptions, and timing for each program and event
- Recruit and retain volunteers needed for each program and event with a particular emphasis on a more diverse volunteer community
- Recruit and work with a large contingent of volunteers for the 2024 World Cup race in Minneapolis
- Create a process for group and/or corporate volunteer opportunities
- Create and maintain a volunteer orientation and training program
- Work closely with the Lead Volunteers to oversee volunteer management
- Manage communications to volunteers including preparation and thank you emails
- Maintain strong relationships with key volunteer groups and leaders and create and maintain a year-round volunteer appreciation program

Required Knowledge and Abilities

- 2+ years of experience in volunteer management or coordination
- Excellent organization and communication skills
- Ability to exercise initiative, creativity, and independence of judgment
- Demonstrated commitment to diversity, equity, and inclusion and to the Loppet's mission

Preferred Knowledge and Abilities

- Outstanding customer service skills
- Experience working with Microsoft Office (Excel and Word) and with a CRM system

This is a full-time salaried position between \$45,000 to \$50,000 per year depending on experience. Schedule and location are flexible with the understanding that a presence during regular business hours is important and that there are a variety of evening and weekend events, some of which will be necessary to attend.

This position reports to the Development Director and includes the following benefits: Unlimited PTO, a simple IRA with the Loppet Foundation matching employee contributions up to 3% of the employee's salary, two health insurance plan options and a dental insurance option. And the ability to work and play in the magnificent Theodore Wirth Park!

We recognize the need for a diverse workforce and understand that traditionally underrepresented communities must be centered in the work we do. As a Foundation, we are committed to building a blended team that reflects the community we serve. Hence, **we strongly encourage BIPOC, Indigenous and Queer identified individuals to apply.**

HOW TO APPLY: Email resume (preferably in .pdf form) and cover letter to olson@loppet.org with an e-mail subject that reads exactly "Volunteer Manager Application"