
UNITED WAY OF NORTHERN NEW JERSEY

Volunteer Impact Manager

Organization overview:

[United Way of Northern New Jersey](#) is seeking a **Volunteer Impact Manager** to support its work to achieve [racial and economic equity](#) for those individuals and families struggling to make ends meet, including **ALICE**[®] (**A**sset Limited, **I**ncome **C**onstrained, **E**mloyed) and those in poverty.

Diversity Statement:

[United Way of Northern New Jersey](#) celebrates diversity and believes it makes us stronger. We are committed to creating an inclusive environment where everyone feels valued, respected, and empowered. We actively encourage applications from individuals of all backgrounds, including underrepresented groups. Our goal is to foster a workplace that reflects the rich tapestry of human experiences, perspectives, and talents. Join us as we build a diverse and vibrant team!

United Way of Northern New Jersey is one of 1,800 United Ways around the world. Each United Way is an independent entity that serves a specific community. This United Way is unlike any other in the country, running both a national research organization called [United For ALICE](#) as well as serving community needs across a five-county region including Morris, Somerset, Suburban Essex, Sussex, and Warren counties.

The funds raised by this United Way are invested in unbiased data insights, innovative solutions, and on-the-ground impact to address financial hardship, improving life for ALICE and all.

Department: ALICE In Crisis

Reports to: Director, Community Resiliency and Engagement

Broad Function/Purpose:

The Volunteer Impact Manager plays a key role in achieving the goals of ALICE In Crisis and United Way of Northern New Jersey, by assisting ALICE households in achieving resiliency, stability during times of disaster and through engagement and mobilization of volunteers to support our work.

Primary Responsibilities:

- Manage all aspects of assigned Signature Volunteer Projects and Events, applying highly developed project management skills to tasks.
- Manage all aspects of United Way of Northern New Jersey's volunteer project portfolio, including assisting with custom volunteer projects, recruitment, referral and management of disaster-related volunteers, development and implementation of volunteer engagement across all aspects of United Way's work.



[UnitedWayNNJ.org](#) | [@UnitedWayNNJ](#)

This job is intended to provide a summary of the broad functional and primary responsibilities of the position. It is not all inclusive. It is subject to change including new responsibilities, removal of responsibilities, changes in reporting relationship, and other revision at management's sole discretion at any time.



United Way
of Northern New Jersey

-
- Learn and manage United Way's Volunteer Management software platform, Get Connected, along with other technologies used by our volunteer programs.
 - Cultivate relationships with key stakeholders, including corporate groups, volunteers, nonprofit partners, ALICE clients, and community groups.
 - Assist Account Leads with opportunities to grow their workplace campaigns through employee engagement with United Way of Northern New Jersey key volunteer programs, projects, special events, and through project management.
 - Assist with research and development of new corporate relationships through involvement with United Way of Northern New Jersey programs, and volunteer activities and events.
 - Maintain accurate and current data through all technology platforms, including Raiser's Edge, the Customer Relationship Management software.
 - Assist and support all ALICE Disaster Relief efforts and act as community liaison for an assigned county during a declared disaster activation.

Requirements:

- Passion for United Way and ALICE to lead and champion our message, brand, and value proposition
- Proven experience in volunteer engagement and project management
- Outstanding organizational abilities
- Excellent interpersonal, written, and verbal communication skills
- Aptitude in decision-making and problem-solving
- Proficient with Microsoft suite of applications (Word, Excel, PowerPoint, etc.) and Google work applications (Docs, Sheets, Slides, etc.)
- Bachelor's degree in the field of health or social services is preferred
- Two plus years of experience in health and social services
- Ability to lift or carry up to 25 pounds or more for occasional work-related purposes
- Ability to be flexible in work schedule and location
- Clean driving record and must own vehicle in good working condition for up to 30% travel to events, meetings, other business-related activities
- Ability to pass multi state background check
- An understanding of cross-functional team dynamics along with the ability to facilitate effective interactions by working collaboratively with representatives from different departments

Job Type:

- Full time: 35 hours per week
- Occasional nights, weekends and holidays required

Compensation:

- \$45,000 to \$55,000 salary range or hourly rate
- Benefits: Health, Vision, Dental, 401k, Paid Holidays and Paid Time Off (PTO)



UnitedWayNNJ.org | @UnitedWayNNJ

This job is intended to provide a summary of the broad functional and primary responsibilities of the position. It is not all inclusive. It is subject to change including new responsibilities, removal of responsibilities, changes in reporting relationship, and other revision at management's sole discretion at any time.



United Way
of Northern New Jersey

Work Environment:

- This job function uses standard office equipment, such as computers, phones, printer, and photocopiers
- Hybrid: Primarily remote, some office meetings with staff, board volunteers, vendors, and donors

Submit résumé and cover letter to: Lisa.Galonardo@UnitedWayNNJ.org

Equal Opportunity Policy:

United Way of Northern New Jersey provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.



UnitedWayNNJ.org | @UnitedWayNNJ

This job is intended to provide a summary of the broad functional and primary responsibilities of the position. It is not all inclusive. It is subject to change including new responsibilities, removal of responsibilities, changes in reporting relationship, and other revision at management's sole discretion at any time.



United Way
of Northern New Jersey