



**RMFI**  
ROCKY MOUNTAIN FIELD INSTITUTE

## POSITION ANNOUNCEMENT

### VOLUNTEER & PARTNERSHIP COORDINATOR

1 full-time exempt position available

Announcement Date: January 7, 2022

Application Deadline: January 30, 2022

Interviews of well-qualified applicants are anticipated to the week of February 7, 2022.  
Preferred start date is no later than March 14, 2022.

Job Location: The RMFI office is located in Colorado Springs, Colorado.

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*The Rocky Mountain Field Institute (RMFI) is a nonprofit environmental stewardship organization working to protect and conserve public lands in Southern Colorado through volunteer-based trail and restoration projects, environmental education, and restoration research. For more information, please visit [www.rmfi.org](http://www.rmfi.org).*

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#### **COVID-19 PROTOCOLS AND VACCINATION MANDATE:**

In accordance with Executive Order 14042 (Ensuring Adequate COVID Safety Protocols for Federal Contractors), RMFI will require all employees to be fully vaccinated for COVID-19 no later than March 1, 2022. Employees will be considered fully vaccinated 2 weeks after they have received the requisite number of doses of COVID-19 vaccine approved or authorized for emergency use by the U.S. Food and Drug Administration or that have been listed for emergency use by the World Health Organization. For vaccines that require 2 doses, an employee is fully vaccinated 2 weeks after the employee has received the second dose. For a single dose vaccine (i.e., Johnson and Johnson (J&J)/Janssen), an employee is fully vaccinated 2 weeks after receiving a single dose. We will ask you to provide proof of vaccination or proof of a medical/religious exemption as part of the job application process. In addition, to maintain a safe working environment for RMFI staff, project partners, and the community, all RMFI staff will be required to adhere to all State and Local COVID-19 guidelines as well as RMFI's internal COVID-19 operating procedures and protocols.

#### **POSITION SUMMARY:**

The Volunteer & Partnership Coordinator (VPC) is responsible for developing, implementing, and maintaining an exemplary volunteer program that engages community volunteers in environmental stewardship activities. The VPC recruits and retains volunteers, develops meaningful relationships with community volunteers and groups, and provides professional staff support to RMFI's volunteers (2,200 annual volunteers; 20,000 volunteer hours annually pre-COVID). The VPC works under the supervision of the Program Director and plays a critical role in implementing the mission and strategic goals of the organization. This is a rewarding, community-focused position that will serve as the primary liaison between RMFI and our volunteer base as well as lead community outreach initiatives and events for the purposes of raising awareness of RMFI's volunteer projects and programs.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

### ***Program Development & Direct Programming***

- Develop and manage a volunteer program framework that ensures a high quality volunteer experience, while helping RMFI achieve its land stewardship goals.
- Manage volunteer recruitment, registration, communications, and relationships for both individuals and groups.
- Manage RMFI's database (CiviCRM) of volunteers, partners, and other contacts.
- Improve the volunteer experience to both inspire new volunteer engagement and increase volunteer rates.
- Develop annual goals regarding volunteer numbers, ages, type; targeted key volunteers groups and individuals; plan for engaging new volunteer groups within RMFI's service area; and plan for improving the volunteer experience and deepening RMFI volunteer engagement.
- Develop and submit an annual volunteer report to Executive Director and Program Director to include: volunteer statistics (number, age, return rate, list of groups); analysis on sources of volunteers; successes; lessons learned; and improvements/goals for upcoming season.
- Provide support and resources to the RMFI field staff who provide direct supervision of volunteers in the field.
- Work with program staff in developing and implementing the Pikes Peak Regional Crew Leader Training (PPRCLT) program, specifically the registration, administration, evaluation, and communication components of the program.
- Work with appropriate staff to develop resources that enhance the volunteer experience and encourage retention and recruitment efforts.
- Implement a systematic approach for targeted outreach to achieve desired recruitment for RMFI projects, programs, and training opportunities.
- Manage data-entry and other office volunteers.
- Administer and oversee office interns and fellows.
- Work with agencies and clients of mandated volunteer service programs.

### ***Outreach, Fundraising, Communications***

- Manage project season volunteer communications, registrations, and waitlist processes, and administer post-project volunteer satisfaction surveys.
- Analyze and report to full RMFI team about volunteer experience and survey results.
- Assist volunteers in resolving project registration issues, whether they need technological assistance or have other project related questions.
- Serve as communications lead for RMFI - manage monthly newsletter mailings, other special mailings for specific program recruitment (i.e., PPRCLT, Earth Corps, special events), and social media channels (Facebook, Twitter, Instagram, RMFI blog).
- Manage RMFI website and volunteer and event registration calendar hosted on RMFI website.
- Give presentations to community groups and potential volunteers (businesses, schools, organizations, etc.) about RMFI and its programs and volunteer opportunities.
- Represent RMFI at community outreach events and build and cultivate relationships with relevant community, user, and affinity groups.
- When appropriate, pursue funding and grant opportunities in support of RMFI's volunteer stewardship program.
- Cultivate community support and corporate sponsorships to support the volunteer program.
- Implement volunteer recognition initiatives, including planning RMFI's annual volunteer and partnership appreciation event, the Fall ShinDIG, and other outreach/fundraising events including the annual Give! campaign.
- Help build and maintain a positive RMFI community and assist in promoting and conducting outreach for all RMFI programs.

- Manage and order RMFI merchandise and promotional items such as stickers, buttons, shirts, and other items. Perform other related duties as required to support and strengthen the mission and purpose of RMFI.

**Other**

- Assist in improving RMFI's internal framework by looking for ways to improve efficiency, productivity, and professionalism; expand and deepen the reach of our mission; and adhere to best practices.
- Attend weekly staff meetings.
- Attend RMFI Board of Directors meetings (6 per year).
- Maintain a clean office environment (in partnership with all staff).

**REQUIRED SKILLS and ABILITIES:**

- Three years relevant experience required, volunteer management experience strongly recommended.
- Experience working with a customer relationship management (CRM) databases.
- Strong experience using Excel or other similar program to run basic analysis of volunteer and other relevant statistics.
- Self-starter who demonstrates the ability to take initiative, set goals, and achieve them both independently and cooperatively as a team member.
- Positive attitude.
- Strong writing skills required.
- Proficiency in MS Office, Google software (Drive, sheets, slides, docs), social media platforms, Mailchimp (or other bulk email program), and graphic design/editing software (Photoshop, InDesign, Canva).
- A successful track record in setting priorities; keen analytic, organization, and problem solving skills, which support and enable sound decision-making.
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.
- A multi-tasker with the ability to wear many hats in a fast-paced environment.
- Personal qualities of integrity, credibility, and dedication to RMFI's mission.
- Proven leadership and motivational skills.
- Proven project management skills and ability to work on multiple projects simultaneously.
- Excellent public speaking skills.
- Valid driver's license required.
- Must be able to lift a minimum of 30lbs.

**NOTE:** This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.

**WORK SCHEDULE:**

This is a full-time (exempt) salaried position based in Colorado Springs, Colorado. In order to fully meet the job requirements some fieldwork, travel, evening and weekend work is required.

**SALARY AND BENEFITS:**

Salary is commensurate with experience and qualifications and will start between \$39,000-\$40,000 per year. This position includes full benefits including paid vacation, federal holidays, and generous Christmas holiday break (ability to earn 32+ days off in first year); paid sick leave; pro deals with outdoor gear companies; and employer-provided health, dental, and vision insurance. Per RMFI Personnel Policy, full-time employees are eligible for benefits after 60 days of full-time employment. Employees meeting certain tenure requirements are eligible to participate in RMFI's

SIMPLE IRA retirement plan including employer contributions of up to 3% to match the employee's contributions to the plan.

**TO APPLY:**

Applicants should submit a cover letter detailing interest in the position, relevant experience, and qualifications; resume; and the names of three references to [jennifer@rmfi.org](mailto:jennifer@rmfi.org) with subject line "RMFI Volunteer & Partnership Coordinator Application." **No phone calls please.** The successful candidate will be required to complete and pass a pre-employment background check.

Application deadline is January 30, 2022. Early applications are encouraged. Interviews of well-qualified applicants are anticipated to begin the week of February 7, 2022. Preferred start date is no later than March 14, 2022.

All applications are to be submitted via email. To learn more about RMFI, please visit [www.RMFI.org](http://www.RMFI.org).

*The Rocky Mountain Field Institute is committed to a policy of equal treatment and opportunity in every aspect of its relations with staff members and prospective employees, and will not discriminate against applicants for employment because of race, creed, color, national origin, age, disability, marital status, sex, or sexual orientation.*