



Volunteer Engagement Manager

Mission, Vision, and Values

The Nashville Food Project brings people together to grow, cook and share nourishing food, with the goals of cultivating community and alleviating hunger in our city. At The Nashville Food Project, we embrace a vision of vibrant community food security in which everyone in Nashville has access to the food they want and need through a just and sustainable food system. This mission and vision are guided by core organizational values, including hospitality, stewardship, interdependence, learning, justice, and transformation.

Organizational Background

The Nashville Food Project (TNFP) was born from the idea that good food is a matter of basic dignity. Since its start in 2007, TNFP has served thousands of Nashvillians facing food insecurity. In 2011, TNFP was incorporated as an independent nonprofit, shifting the focus of its meals program toward a collaborative partnership model and launching an urban agriculture program. Today, TNFP continues to connect people to nourishing food and to each other through vibrant urban agriculture projects, made-from-scratch meals, and food shared with local partners working to disrupt cycles of poverty.

Position Summary

The Volunteer Engagement Manager is an integral part of TNFP's Community Engagement Team. Reporting to the Director of Community Engagement (DCE), the Volunteer Engagement Manager (VEM) is responsible for coordinating and managing TNFP's volunteer engagement for individuals and groups; supporting program teams with weekly volunteer facilitation; managing relationships with individual volunteers and community and corporate groups; and collaborating with program teams and lead volunteers to design, coordinate, and assess meaningful opportunities that advance TNFP's strategic and programmatic goals.

ESSENTIAL JOB FUNCTIONS

Program Management

- Collaborate with the program teams to design and implement volunteer engagement opportunities that advance the mission and strategic goals of TNFP
- Work with the DCE and Development Team to design and implement recruitment and communication strategies to attract volunteers for all TNFP programs
- Act as the primary administrator for TNFP's volunteer management platforms, POINT, and Nashville's citywide volunteer hub, Hands on Nashville, maintaining accuracy of information for all published volunteer opportunities
- Publish and manage volunteer opportunities on TNFP's volunteer management platform and communicate fill rates or cancellations with program staff

- Record monthly volunteer metrics as part of programmatic reporting, including volunteer hours across all programs and special volunteer events
- Capture volunteer feedback on a regular basis and communicate insights to program teams in order to identify and develop points of improvement
- Design and implement volunteer orientation and onboarding plans for each of TNFP program's volunteer opportunities

Engagement & Facilitation

- Collaborate with Meals and Garden Teams to design and coordinate group volunteer events with social, civic, corporate, school, university, and other nonprofit organizations
- Act as the primary point of contact for new and existing volunteers
- Lead event-specific volunteer opportunities to increase TNFP's engagement with new community groups
- Provide regular support to weekly program-based volunteer opportunities with the Meals and Garden Teams, supporting an average of three events weekly
- Collaborate with the DCE to facilitate the volunteer working group and the Volunteer Community Advisory Group
- Collaborate with the DCE to create, coordinate, and implement bi-annual volunteer recognition events
- Participate in relevant service fairs and community events as capacity allows

REQUIRED QUALIFICATIONS

- High school diploma equivalent or relevant life experience
- Experience facilitating educational and/or volunteer opportunities
- Highly organized and confident working independently and collaboratively
- Strong interpersonal skills and ability to cultivate relationships among diverse groups
- Ability to diplomatically and constructively balance competing priorities, and ensure volunteer experiences are within TNFP teams' goals and capacity
- Comfort with public speaking and information presenting as needed
- Strong communication skills—written, verbal, and in one-on-one interactions
- Cooperative and collaborative work ethic and a positive attitude
- Interest in anti-hunger work and food justice
- English fluency, oral and written
- Valid driver's license

PREFERRED QUALIFICATIONS

- Demonstrated commitment to social and environmental justice
- Awareness of, and sensitivity to, power dynamics within marginalized, immigrant and refugee, and/or BIPOC communities
- Proficiency and comfort using computers, with abilities in Microsoft Office and Google Suite
- Experience with participant-led and community-directed programming
- Bilingual language proficiency in Spanish or another language

CLASSIFICATION: This is a full-time, exempt salaried position at 40 hours/week. Regular weekend and evening hours are required, including a regular Wednesday night commitment (to be flexed with time during normal business hours, in agreement with the DCE).

COMPENSATION & BENEFITS

Starting annual salary is \$45,000-47,500 commensurate with experience. TNFP offers a benefits package for full-time employees including:

- 75% employer paid health insurance, with voluntary dental and vision insurance
- 25% employer paid health insurance for spouse and dependents
- Employer paid term-life and AD&D insurance, and long-term disability insurance
- Employee assistance program
- Cell phone stipend
- 13 paid holidays, plus two floating holidays
- Flexible Time Off (FTO)
- Parental leave
- Ongoing training and professional development opportunities

To apply, please send a resume and cover letter outlining your interest in our work and mission to info@thenashvillefoodproject.org. Candidates will be considered on a rolling basis until the position is filled. Ideal start date for the position is no later than June.

In all aspects of its work, The Nashville Food Project strives for a culture of inclusivity and fairness without discrimination based on race, color, religion, sex, sexual orientation, national origin, age, veteran status, disability, or any other characteristics protected by law.