



Executive Director Position Profile

The Volunteer Center of Brown County seeks a dynamic, forward-thinking leader to position the organization as connector, facilitator, and champion of volunteerism in the greater Green Bay area.

Our Mission

The Volunteer Center is creating a stronger community by engaging volunteers to support nonprofit partners.

Our Vision

The Volunteer Center collaborates with corporate, religious, educational, group, and individual volunteers to address community needs. We connect people with service opportunities and provide leadership for strategic community initiatives.

Position Overview

The Executive Director is the senior leader of the Volunteer Center of Brown County. In addition to building a strong culture, this leader oversees the day-to-day operations as well as the programs the Volunteer Center supports that impact our community every day. Creating a vision for the future of the Volunteer Center to grow and increase our community impact is critical to the success of this role. Therefore, this person must inspire others to execute the strategy necessary to achieve this vision.



Key Skills

1. Relationship Building:

Able to collaborate with board, staff, donors, volunteers, nonprofits, and other stakeholders in a welcoming and effective manner.

2. Communication:

Able to tell the Volunteer Center's story in a way that inspires and motivates staff, donors, volunteers, and other key constituents to carry out the mission, while positioning the Volunteer Center as a known resource for volunteers and nonprofits.

3. Leadership:

Able to model servant leadership when managing staff and guiding the mission and vision of the Volunteer Center.

4. Fundraising & Resource Development:

Able to secure funding opportunities to sustain the organization's programs and operations while cultivating relationships with prospective and existing donors.

5. Strategic Thinking:

Able to creatively envision the growth and strategic direction of the Volunteer Center while putting concrete, quantifiable measures in place to achieve goals.

Key Duties & Responsibilities:

1. Community Leadership:

Serve as the public face of the Volunteer Center, positioning it as a recognizable resource for volunteers, nonprofits, and the community at large.

2. Organization Mission and Operations:

Ensure that the operations of the organization are effective and follow the mission.

3. Strategic Planning and Future Vision:

Work closely with the staff and board to evaluate current organizational strengths, challenges, and opportunities while also being mindful of future opportunities for growth and expansion of programs and services.

4. Financial Performance and Viability:

Develop resources sufficient to ensure the financial health of the organization.

5. Board Governance:

Partner with and build a competent, diverse Board that oversees organizational health, fiscal responsibility, and strategic direction while also serving as key ambassadors for the Volunteer Center.

The Volunteer Center of Brown County is an equal opportunity employer. All qualified candidates are encouraged to apply, and our employment practices shall not be influenced or affected by applicants' or employees' race, color, religion, sex, national origin, sexual orientation, gender identity, age, or any other characteristic protected by law.

Successful candidate must pass criminal history background check.

For a full job description and application instructions, please visit: <https://volunteergb.org/about-us/join-our-team/>

Please send resumes to: leanne@volunteergb.org

