



Franciscan Volunteer Ministry

Associate Director Job Description

Position Summary

The Associate Director of the Franciscan Volunteer Ministry (FVM) assists in the overall administration of the FVM program. In consultation and collaboration with the Board of Directors, the Board of Advisors, and the Executive Director, the Associate Director provides leadership and oversight in the promotion of the FVM program through marketing & communication, recruiting, and outreach. The Associate Director also participates in and supports the Executive Director in the formation and support of the volunteers through the year. The Associate Director must demonstrate strong organizational and interpersonal skills along with effective oral and written communication skills. The successful candidate must be committed to Franciscan, Gospel, and Catholic values. In addition, the position requires significant travel as well as evening and weekend commitments.

Specifically, the position will focus on three areas, in addition to other duties as assigned.

Promotion and Recruitment (50%)

1. Make and maintain strong connections at specific schools with a relationship with FVM, including Siena College, St. Bonaventure University, the University of Georgia, and other Franciscan and other colleges and universities identified by interest of applicants to the program and/or FVM Board members. This work includes forging relationships with students, faculty, administrators/staff, and campus organizations, departments and individuals, to raise awareness of FVM in order to stimulate interest in participation in the program. Outreach to new and additional campuses is encouraged based on a Friar presence and other connections with FVM.
2. Explore and nurture connections to selected schools' existing activities and programs (e.g., orientation, service, prayer, Mass, retreats, social events) which will provide opportunities to promote and publicize FVM. Create activities and programs in collaboration with campuses as appropriate.
3. With the FVM Friars, help to raise awareness among Holy Name Province communities/parishes of their essential role in identifying candidates for FVM and promoting support of this Provincial ministry.
4. With the Executive Director, create and distribute publicity for FVM (on-line, print, and personal contact). Maintain and update a dynamic on-line presentation of the FVM Program, which includes, but is not limited to: the website, blog, Facebook, Instagram and YouTube. By way of example:
 - a. Coordinate and publish monthly submissions by FVMs for FVM Blog.
 - b. Prepare and distribute promotional material.
5. Under the supervision of the Executive Director, outreach to and communication with prospective FVMs, which may include:

- a. Coordinate participation of FVM, alum, and “friends of” in recruitment and promotional events.
- b. Attend volunteer fairs and other promotional events at selected schools (identified by the Board of Directors, Board of Advisors, and/or FVM staff).
- c. Travel to meet with prospective volunteers and to advertise the FVM program on assorted campuses.
- d. Support prospective FVMs through the application process.

Administration (35%)

1. With the Executive Director, keep application and recruitment materials up to date. Under the supervision of the Executive Director and with the Acceptance & Placement Committee, assist in application, acceptance, and placement process of FVMs each year. Generally, assist Executive Director with administration of the FVM cohort each year, including attendance at the Retreats and working with the Alumni Representatives on the Board of Advisors for the Reunion Retreats.
2. Participate in weekly meeting/communication with Executive Director. Provide a monthly written report on activities and outreach. Provide a monthly written financial report of expenses.
3. Serve as FVM representative for Franciscan Service Network and attend the annual Catholic Volunteer Network conference.
4. Twice annually compile report of activities to present at the bi-annual meetings of the Board of Advisors, typically in April and October (i.e., report given in writing and orally at meeting). Serve on sub-committees of the Board of Advisors as directed.
5. Communicate at least monthly with Siena and St. Bonaventure Board of Advisor representatives and with University of Georgia contact. Develop and implement fundraising efforts with the Executive Director and Finance Committee.

Alumni Relations (15%)

1. Involve alumni with recruitment of new volunteers.
2. Seek and pursue ways to keep FVM alumni engaged and committed to the program as a whole (i.e., regional gatherings in conjunction with Alumni Representatives on the Board of Advisors).
3. Maintain database of alums, family, and friends.
4. Respond as needed to alumni needs (e.g., connecting to resources, supporting them in post-FVM life, serving as a reference).
5. Develop database of alumni who are willing to speak with prospective FVMs about their FVM experience as well as their post-FVM experience (e.g., doctors and nurses speaking with those considering careers in the medical field).
6. Connect with FVM alumni when traveling related to the FVM, as appropriate.

QUALIFICATIONS

The successful candidate will have a Bachelor's degree and a valid U.S. driver's license with a good driving record. The successful candidate will be able to demonstrate:

- Commitment to the missions and vision of Holy Name Province and the Franciscan Volunteer Ministry
- Passion for Franciscan-based service
- Ability to work independently and collaboratively
- Ability to adapt to an ever-changing landscape and to think creatively about volunteer recruitment, opportunities, and service
- Excellent oral and written communication, organizational, and time management skills
- Computer and data management skills
- Ability to build and maintain strong relationships
- Openness to and appreciation of diversity

v. 8/7/19