



## **Points of Light Institute**

Points of Light Institute was created by the merger of the Points of Light Foundation and Hands On Network in August 2007. The result is a powerful, integrated national organization with a global focus to redefine volunteerism and civic engagement for the 21<sup>st</sup> century, putting people at the center of community problem solving. Our vision is that one day every person will discover their power to make a difference, creating healthy communities in vibrant democracies around the world. To realize this vision, Points of Light Institute operates three dynamic business units that share a mission to equip, mobilize and inspire people to take action that changes the world: HandsOn Network, Mission Fish and the Civic Incubator.

## **HandsOn Network**

HandsOn Network, the volunteer-focused arm of Points of Light Institute, is the largest volunteer network in the nation and includes more than 250 HandsOn Action Centers in 16 countries. HandsOn includes a powerful network of more than 70,000 corporate, faith and nonprofit organizations that are answering the call to serve and creating meaningful change in their communities. Annually, the network delivers approximately 30 million hours of volunteer service valued at about \$600 million. For more information, please visit [www.HandsOnNetwork.org](http://www.HandsOnNetwork.org).

**Position Title:** Vice President, Partnerships & Network Development  
**Department/Business Unit:** HandsOn Network  
**Location:** Atlanta  
**Position Reports To:** President, HandsOn Network

**General Description:** The Vice President, Partnerships & Network Development is responsible for the successful cultivation and maintenance of strategic national partnerships that will support overall goals of Points of Light Institute and HandsOn Network. Partnerships are instrumental in how HandsOn Network will mobilize volunteer leaders to tackle the challenges facing our communities with a special emphasis on environment, education, and the economy. In addition, the VP, Partnerships & Network Development is charged with leading our efforts to expand the reach and impact of our Network through new strategies. This position will be responsible for business unit wide initiatives, project management and special projects to support the overall success of HandsOn Network national partnerships. In particular, this position will conceptualize and create the organization's work around volunteer management, creating partnership and networks with other national nonprofits and volunteer management associations that will support the volunteer infrastructure.

**Duties & Responsibilities:***External Partnership & Network Development (50%)*

Lead relationship management with national partners that advance HandsOn Network's strategic goals. Devise and support integration with work plans across the Business Unit and Enterprise. Act as lead staff, initiate meetings, frame partnerships/formal agreements, identify internal work scope, internal implementation teams and processes necessary to support collaboration(s) and manage day to day execution of partnership terms. Identify budget or strategic implications of partnerships. Define success metrics for collaborations, reporting mechanisms and ensure internal coordination/management of partnerships as necessary. Identify opportunities for new partnerships across the business unit as appropriate. Manage partnership integration across the business unit as well as the cross functional team supporting Get HandsOn (the organization's three-year impact-focused campaign).

Emphasis on:

- Large scale activation partners
- Strategic issue areas partners
- Partnerships focused on Volunteer Leaders and larger sector-wide support
- Creating programs and offerings to the volunteer management field

*Get HandsOn Strategic Project support (25%)*

Support the ongoing development of the Get HandsOn strategy and evaluation plan. Lead the execution plan for HandsOn Network, including the Affiliates and our network of partners. Work closely with Chief of Strategy and Policy to insure alignment of strategy.

*Strategic Priorities & Special Projects (25%)*

Support President and act as her surrogate in key internal and external projects. Develop focused set of initiatives around the nonprofit sector's capacity to increase effective volunteer engagement. Continue development and implementation of the organization's strategy to support the Cities of Service activities. Assist with strategy design, leadership coaching and organizational development projects as necessary. Work with President and HandsOn Network Management Team to increase performance and strategic alignment in the Business Unit. Identify and manage opportunities for matrix alignment across departments and Business Units. Support implementation of annual goals/quarterly targets.

**Qualifications and Core Skills:**

- Bachelors degree required; advanced degree preferred
- Minimum 7 years of relevant experience with demonstrated success in the nonprofit field
- Demonstrated ability to think and act strategically
- Superior relationship management skills and ability to build relationships across stakeholders
- A strong value for data-driven decision making and demonstrated success in generating and executing thoughtful practical solutions



- Strong organizational skills with ability to multitask and attention to details
- Strong communication skills — excellent writer, active listener strong synthesis skills
- Demonstrated previous experience in project management
- Strong organizational, administrative and computer skills (MS Office applications)
- Flexibility and the ability to work both independently and collaboratively.
- Strong financial aptitude and experience working with and managing budgets in a resource constrained environment
- Demonstrated ability to work across departments through team building and communication
- Exposure and applicable understanding of volunteer management sector
- Commitment to community service while sharing the mission, vision and values of the organization

**Salary:** Competitive based upon experience, with excellent benefits package.

Interested persons should send a cover letter and resume to:

[Resumes@handsonnetwork.org](mailto:Resumes@handsonnetwork.org) - please include job title in the subject line.

Fax – 404 979 2901

HR Department

600 Means Street, Suite 210

Atlanta, GA 30318

***No phone calls please.***