

The United Way of Asheville and Buncombe County

Job Snapshot

Location : Asheville, NC 28801

Employee Type : Full-Time

Industry : Not for Profit - Charitable

Manages Others : Yes

Job Type : Executive

Nonprofit - Social Services

Education : 4 Year Degree

Experience : At least 3 year(s)

Relocation Covered : No

Post Date : 1/24/2012

Description

The United Way of Asheville and Buncombe County has an immediate opportunity for a Hands On Director. The Hands On Director is responsible for successfully implementing the Hands On Asheville-Buncombe program and completing related annual plan activities in support of United Way's strategic plan.

Responsibilities include, but are not limited to:

- Develop Hands On flex projects in conjunction with local public and nonprofit programs that focus on United Way's education, income and health priorities
- Supervise and support the Hands On Volunteer Manager
- Provide support for local agency volunteer managers through Hands On programming
- Act as the primary public representative of Hands On Asheville-Buncombe
- Plan and oversee all components of annual Day of Caring service event
- Participate in local volunteer development efforts, health and human service coalitions, and special initiatives to enhance relationships, reduce duplication of services, and stimulate volunteer involvement in Asheville and Buncombe County
- Identify and secure partnerships that advance volunteerism in the community
- Participate in United Way's annual fundraising campaign through public speaking
- Develop and maintain annual Hands On budget and monitor/approve revenue and expenditures

Requirements

Qualified candidates will possess the following skills / experience:

- Bachelor's Degree
- Three (3) years experience working for a nonprofit organization
- Volunteer or project management background, including experience in designing and implementing projects, managing a program budget and securing agreements and contracts
- General knowledge of health and human services
- Ability to handle and manage multiple projects concurrently
- Solid computer skills including managing a customized database, MS Office and experience / knowledge in web design

Successful candidate will be a self-starter, possess an energetic personality, have the ability to work independently, as well as with a team and have a proactive approach and eagerness to make an impact and help those in the community. Excellent written and oral communication skills are a must!

We offer a base salary, full benefits and many more benefits!

Highly motivated, articulate and individuals who possess a "can and will do attitude" are encouraged to apply in confidence to: [\[Click Here to Email Your Resumé\]](#)

EOE