

VirginiaFIRST/FIRST Chesapeake
Director of Community Engagement

Description: VirginiaFIRST robotics, a registered 501(c)(3) non-profit, is seeking a full-time Director of Community Engagement. Full-time is defined as an average of 40 hours a week. This position offers a flexible schedule with some overnight travel and weekends required.

Qualifications: Candidates should possess strong organizational skills, experience working with committees, proven ability to meet deadlines, and excellent communication skills. Working knowledge of Microsoft Office Suite required. College degree preferred.

The ideal candidate should be team player and self-starter. This position requires flexibility and the ability to work with a number of different constituencies including staff, teams, parents, universities, alumni, community groups, sponsors and volunteers. Familiarity with FIRST programs is preferred but not required.

Compensation: Compensation consists of salary with potential for annual bonus based upon performance and meeting goals. This position will be on an annual contractual basis. Reimbursement for travel/lodging will be provided at the standard federal contractor rate. Role will have the opportunity to participate in VirginiaFIRST 403b retirement savings program.

Purpose: to energize, engage and retain current volunteers and grow prospective volunteers to effectively facilitate and operate high quality FTC/FRC competitions. In addition, grow volunteer base of prospective team mentors.

Community Engagement Director Duties:

1. Work with VirginiaFIRST/FIRST Chesapeake Leadership Team to create a long-term strategic plan for growth of volunteers in Virginia, Maryland and the District of Columbia.
2. Develop, solicit and grow the volunteer base to effectively support both the VirginiaFIRST FTC and FIRST Chesapeake FRC seasons.
3. Research and contact potential sources of volunteers via in person presentation, on-line communication or other appropriate means. Respond to all emails within 24 business hours. All phone calls within 12 business hours.
4. Retain base of past and current volunteers
5. Maintain accurate and up to date volunteer online database
6. Provide monthly reporting to Leadership Team on progress of volunteer plan
7. Provide monthly newsletter volunteer stories/solicitation as appropriate
8. Work with Director of Development, Executive Director and others to fully leverage corporate volunteer offers to keep sponsors engaged
9. Work with Alumni Coordinator to ensure FIRST alumni are provided the opportunity to become high-valued volunteers
10. Ensure a high quality volunteer experience by fostering and providing expectation for volunteers being valued, skills grown and appreciated

11. Provide necessary training, communication and expectations for service and support so volunteers are aware of what each commitment entails
12. Work directly with localities hosting Virginia**FIRST** FTC/**FIRST** Chesapeake FRC competitions to both identify new potential sources of volunteers but also to assist in the creation and effective facilitation of local event planning committees to ensure a high quality team competition experience.
13. Provide exceptional customer service to event, mentor and committee volunteers to ensure they are provided with the most enjoyable experience possible.
14. Act as volunteer liaison at *FIRST* events as needed, including the FRC Kick-Off (traditionally the first Saturday in January), FRC Virginia Regional (traditionally 3 days in March) and FTC State Championship (traditionally one day late February/early March).
15. Effectively leverage/manage event volunteer coordinators, lead volunteer coordinators and senior lead volunteer coordinators
16. The Director of Community Engagement is a member of the Virginia**FIRST**/**FIRST** Chesapeake Leadership Team.
17. All other duties as assigned

To Apply: Please apply electronically to ssouthworth@virginiafirst.org with the subject line: Virginia**FIRST** Director of Community Engagement Search Committee. No phone calls. Applications should include:

1. cover letter stating interest
2. resume with reference contacts

For More Information: To learn more about Virginia**FIRST** and its programs, visit our web sites at www.virginiafirst.org and <http://www.firstchesapeake.org>.