

Manager of Volunteer Engagement

Under the direction of the Vice President of Human Resources, the Manager of Volunteer Engagement will focus on creating and supporting positive culture, leadership development, training, future planning, and support of the performance management process. They will bridge analytics related to performance and leadership development programs, talent management tools, and the employee engagement processes, including developing surveys to provide insights and recommendations that will help further Rare Genomics' organizational and talent agenda. This position will be instrumental in developing the "Volunteer Connection", a resource managing the volunteer. The Manager of Volunteer Engagement will play an integral role in the successful support, development, and administration of a coaching and improvement plan for all volunteers with an emphasis on Team Leads.

Essential Job Functions

- Develop and manage components of a global performance management process, including: maintaining project plans, drafting communications, and managing training deployments, etc.
- In collaboration with the VP of Human Resources, IT, Communications, etc., own and develop the "Volunteer Connection", a resource managing the volunteer community with volunteer profiles, contact information, pictures, experience and interests, as well as developing a Job Board, and other volunteer focused opportunities.
- Serve as a global contact for performance management questions and related feedback; and partner with HR, IT, and internal and external resources to analyze and develop ongoing enhancements and solutions for volunteer engagement.
- In collaboration with HR and other leadership teams, create and manage a twice annual engagement survey.
- Development and administration of a coaching and improvement plan for all volunteers with an emphasis on Team Leads.
- In collaboration with the VP Human resources and the Development Director for Fundraising, develop, implement, and facilitate training and opportunities in leadership development/enhancement, management, supervision, and effective communication.
- In collaboration with the Director of Talent Management create and own the global talent management metrics dashboard and monthly reporting, translating the activities of leadership development, employee engagement, and performance into a comprehensive analysis that correlates people movement and program effectiveness
- Develop and foster solid working relationships with all Team Leads within Rare Genomics.
- Create and provide effective training tools to the organization and develop a library/archive of leadership and development tools.
- Lead functional testing, system audits, and security management of TM tools
- Participate on other projects as assigned

Desired Skills and Experience

- 5 years of HR experience required.
- Bachelor's degree in Human Resources, Organizational Development or comparable degree. Master's Degree in Human Resource Management, Organizational Development or comparable degree desired.
- 3-5 years of Performance & Talent Management experience OR 1-3 years of Performance Management & Talent Management experience OR HRBP experience
- Experience designing or administering talent management initiatives for entire businesses, organizations or functions

- Talent management, succession planning, facilitation, learning & development experience
- Project management and vendor management experience preferred
- Strong communication (oral and written), interpersonal relationships. Proven ability to communicate professionally with all levels of management
- Demonstrated success working in a team environment on multiple projects with changing priorities
- Demonstrated ability to successfully drive changes through influence, persuasion, and collaboration in a team environment

Required Skills

- Effective communication
- Attention to detail
- Ability to effectively work with minimal supervision
- Effective communication skills at all levels (written and verbal)
- Strong analytical skills
- Attention to details Well versed with computers and software applications
- Ability to effectively work with minimal supervision
- Effective at prioritizing work to ensure deadlines are met
- Be thoughtful and helpful to those around you.
- Be generous with your knowledge and time
- Treat others with respect
- Have open, honest, and timely conversations
- Solicit feedback
- Work in all capacities to meet the NEEDS of the organization; this may require working on tasks outside of your essential job functions and requirements as assigned by your supervisor, manager, or directors.