

# **Gulf Coast HUB for Volunteers and Nonprofits**

## **Job Description – Director, Gulf Coast HUB for Volunteers and Nonprofits**

The Mississippi Gulf Coast Community Foundation (Foundation) is seeking a Director of Gulf Coast HUB for Volunteers and Nonprofits Programs. This position is responsible for the development and implementation to build relationships with local nonprofit organizations for the purpose of increasing their capacity of volunteers through training and technical assistance and use Get Connected, an online volunteer recruitment and matching system. This position will also assess nonprofits for potential training opportunities as well as promote volunteer opportunities to the community through e-newsletters, social media, print/live media outlets, speeches, booths, and fairs.

The position will manage daily business operations of the Gulf Coast HUB, build and maintain relationships with nonprofits, various other community groups, organizations, and businesses who desire to promote volunteer opportunities.

Additionally, this position is also responsible for managing and performing various required business processes. This position reports to and is accountable to the Foundation's Executive Director and is part of the leadership team. This position is also required on occasion to participate in after hour functions, must be able to travel and attend various functions to represent HUB and the Foundation in the designated six-county area (Hancock, Harrison, Jackson, Pearl River, Stone, and George Counties).

Candidates must have a Bachelor's degree preferably in Human Services, Marketing, or Business. Preferred candidates should have some level of previous experience working with a Volunteer Center or Nonprofit Resource Center, and/or managing volunteer programs. Furthermore, direct development experience with demonstrable results desired but not limited to a field complementary to fundraising, which may include marketing, communications, sociology, social work or another humanities field, equivalent work experience or education in these related fields. Experience in leadership and management, and a demonstrated ability to work with a Board of Directors, Business Executives and Community Leaders is a plus.

Candidates should possess excellent interpersonal skills, have a strong work ethic, be solutions-oriented, ability to successfully work with diverse populations, and have a passion for community service. Strong oral and written communication skills including some level of experience in one or more of the following areas: proficient computer skills; knowledge of nonprofit organizations, community needs and volunteering, community/media relations and public speaking.

The Foundation offers a competitive salary, mileage and expense reimbursement and a benefit plan to the successful candidate along with a relocation package if applicable.

Interested candidates who meet job requirements should submit a cover letter and resume to the following email address: [rsmith@mgccf.org](mailto:rsmith@mgccf.org) or mail a cover letter and resume to the attention of:

Rufus Smith  
Mississippi Gulf Coast Community Foundation  
Suite B-150  
Knight Nonprofit Center  
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