



Volunteer Experience Leader

Remote, Full-time, Contract-to-hire

Energize Colorado is searching for the leader of its volunteer community focused on bettering the experiences of its volunteers and ultimately improving and accelerating the impact of its work for small businesses across the State.

In this role, you will find yourself in a key leadership position inside the vibrant EC organization, reporting to the CEO, Wendy Lea. You will lead and support a small, extremely competent team of HR-focused volunteers, as well as be a key decision maker in building the larger organization through stages of growth.

Responsibilities & Tasks:

- In partnership with Energize leadership: plan and execute staff/volunteer recruiting, engagement, development and appreciation processes, policies and systems
- Actively work towards developing a diverse volunteer workforce that models racial, economic, age, gender, religious and cultural equity in our activities, attitudes and programming
- Bridge the gap between the many volunteer working teams to centrally support the larger organization and assist in coordination of cross-functional projects
- Provide solutions through organizational effectiveness and a creative approach to solve for enhanced volunteer life-cycle management
- Anticipate and plan for long-term human resource needs and trends in partnership with business management
- Responsible for and/or serves as a HR liaison in key projects
- Model Energize Colorado mission, vision and values to all staff
- Develop increasing understanding of Colorado's small business, nonprofit and public sector communities.

Qualities we hope you have:

- 5+ years experience in leadership of People Operations, HR, or strategic leadership
- Experience working with nonprofits and volunteers, either in a leadership role or as part of a team
- Ability to perform basic data analytics, identify and track data trends, and create executive level summaries
- Skill in strategic planning, executive presence and presentations, and emotional intelligence
- Friendly, warm, humble; representing Energize in a positive, inspiring manner

If you are interested in joining our team in this dynamic role, please email your resume to info@energizecolorado.com. We look forward to hearing from you!

Expected salary range: \$5000-\$6500 per month, based on experience related to job duties

Benefits: Fully remote, flexible hours