

## **Nonprofits Department**

### **Department Overview:**

It is the responsibility of the Nonprofit Department (NPD) to maintain close contact with the registered nonprofits, participate in the planning activities surrounding the fall and spring vfair, Make a Difference Day (MADD), and MLK Day of Service, and to carry out monthly volunteer meets.

The NPD is also responsible for enrolling new agencies on volunteer solutions at the request of an agency or volunteer. NPD staff must work to keep agencies active with 10K and Volunteer Solutions, our volunteer database. If an agency becomes inactive in the database, it is the task of the NPD staff to follow up with that agency with emails and phone calls, as well as possible deletion for perpetually inactive members. This includes following up with agencies when they become inactive with emails and phone calls, as well possible deletion for perpetually inactive members.

10K could not exist without the cooperation of our nonprofits and it is the job of the NPD to ensure that we have a successful and mutually beneficial relationship.

### **Staff Positions:**

#### ***Executive Director of Nonprofits***

The EDN is responsible for making sure that the above mentioned tasks are carried out to the best ability of her/his staff. Other tasks include but are not limited to:

- Meetings
  - Conduct weekly Nonprofits Staff meetings
  - Attend weekly Board of Directors meetings
  - Attend bi-weekly All-Staff meetings
  - Attend or assist with all major 10K events including but not limited to volunteer fairs, major recruitment pushes, and the concert itself
- Maintaining relationship with nonprofits, United Way of Johnson County (UWJC), and United Way of East Central Iowa (UWECI)
  - Responding to inquiries via phone call or email
  - Sending out the Nonprofit Newsletter
  - Organizing agency visits
- Overseeing all volunteer events
  - Help plan and implement monthly vMeets

- Come band announcement and the week leading up to the concert, plan as many events as possible to help volunteers get hours
- Make sure that there is a sign-in sheet at all 10K-sponsored events for the ED to approve hours
- Plan Volunteer Fairs in both fall and spring
- Attend CEP meetings including but not limited to MLK Day of Service planning meetings and vFair planning meetings
- Keeping Volunteer Solutions up to date with current volunteer events
  - The EDN has administrator access to the database and should post events and pull data on active/inactive agencies
- Oversee NP staff meetings
  - Facilitate weekly meetings
- Attend all staff functions
  - BoD meetings, staff trainings and retreats, etc
  - Answer Executive Director of Nonprofits e-mail

### ***Nonprofit Support Staff***

Each member of NP staff is responsible for helping to achieve the goals of the NPD. This includes but is not limited to:

- Meetings
  - Attend weekly Nonprofits Staff meetings
  - Attend bi-weekly All-Staff meetings
  - Attend or assist with all major 10K events including but not limited to volunteer fairs, major recruitment pushes, and the concert itself
- Contacting individual nonprofits
  - Each person will be assigned a certain number of nonprofits that they are responsible for emailing and making at least one phone call per semester
  - Emails must be answered in a timely fashion and according the guidelines laid out at the beginning of the year
- Sending out the Nonprofit Newsletter monthly
- Help plan and implement vMeets and other volunteer opportunities
  - Solicit ideas from nonprofits or find where they need help with an event
  - Help ensure that all details of the event go to the Executive Director, EDN, ED of Operations, and the ED of Grassroots so that it can be distributed and posted in the appropriate places.
  - Ensure that a sign-in sheet is present at all events and that it gets to the ED after the event
- Helping to plan other Nonprofits events such as vFairs and MLK DoS
- Recruiting new agencies to participate in the 10K program, retaining nonprofits signed up, and removing nonprofits that have stopped participating
- Attend weekly meetings and other staff functions unless a reasonable excuse can be provided