Position Purpose
The Manager, Volunteer Relations, is accountable for working in tandem with all UPAF volunteer solicitors (Chorus Line) to determine appropriate fundraising strategies to secure renewed giving and generate new revenue. This position is responsible for leading UPAF volunteer solicitation processes, engage and cultivate prospects of giving and service, and grow UPAF’s base in Eastern Wisconsin in support of the United Performing Arts Fund mission.

Primary Accountabilities:
- Leads solicitation efforts for volunteers by creating and managing year-round fundraising timelines, process, mailings, messaging toolkits, and serves as the hub of communication for all UPAF solicitors.
- Develops and guides Co-Chair and Chorus Line service expectations and activities (i.e., informational meetings, networking, and Member events, etc.), co-leads governance recruitment and retention.
- Manages 400+ volunteer solicitation activity from start to completion of assignments.
- Creates and distributes volunteer and Campaign fundraising communications to Chorus Line.
- Manages, coordinates and tracks volunteer fundraising events and activity.
- Manages portfolio of 50 or more individual or company and prospects.

Additional Responsibilities:
- Steward and cultivate long-term relationships; track touchpoints and activities in UPAF donor database.
- Attend networking and Member organizations events; represent and speak on behalf of UPAF.
- Collaborate with marketing to ensure exceptional donor communications and messaging and materials.
- Develop and manage assigned budget.
- Maintain high standards within UPAF culture and values; community, transparency and integrity.

Qualifications
Education: Bachelor’s degree required, Communications, Marketing or Business degree a plus.
Job related experience:
- 3+ years of direct nonprofit development experience.
- Excellent writing and communication skills
- Proven ability to network and develop strong relationships throughout the community.
- Strong client relations, and follow-up skills.
- Solid account management skills.