

CHICAGO



DNC 2024

Job Description: Director of Volunteer Recruitment & Coordination

Position Overview:

The 2024 DNC Convention Host Committee (Host Committee) is seeking a Director of Volunteer Recruitment & Coordination. The Director of Volunteer Recruitment & Coordination will work closely with and report to the Senior Director of Civic & Community Engagement to recruit, manage, and engage volunteers across the Chicago area. This individual will assist the Host Committee with volunteer recruitment, community engagement, and stakeholder outreach and mobilization. This individual will also contribute to vetting, assigning, and coordinating volunteers in partnership with the DNCC.

Responsibilities:

- Conduct outreach to engage volunteers, community organizations, civic leaders, elected officials, and residents to fulfill the programmatic goals of the Host Committee and Convention.
- Develop and execute a Convention volunteer program, ultimately recruiting, screening, and processing 12,000 volunteers in coordination with the Senior Director of Civic and Community Engagement and the DNCC.
- Partner with the Executive Director and Host Committee team to identify volunteer needs and placements.
- Create and maintain volunteer application and screening portal in coordination with the DNCC and Host Committee team.
- Lead volunteer training and retention efforts.

Qualifications:

- Excellent interpersonal, communication and organizational skills, with the ability to engage and motivate volunteers from diverse backgrounds.
- Demonstrated ability to work collaboratively with staff, volunteers, and external stakeholders.
- Experience with large-scale civic engagement and/or volunteer recruitment/management programs preferred, preferably in the City of Chicago and/or State of Illinois.

Development Now for Chicago is an equal opportunity employer and committed to building a diverse and inclusive organization. Please contact us for any accommodations needed in the application process.