



### Program Manager – IVC

The IVC Program Manager assists the Regional Director with three major areas of responsibility: inviting individuals to consider serving with IVC; sharing information about IVC in the greater Albany area; and assisting with the management of program logistics.

Working with the IVC Director on the development of a plan to invite individuals to consider serving as Ignatian Volunteer Corps members including, but not limited to, the following:

- Establishing relationships in parishes, civic, and senior groups in the region.
- Developing and disseminating materials about IVC.
- Representing IVC at volunteer fairs, parishes, diocese functions, and local networking groups.
- Supporting prospective Ignatian Volunteer Corps members through IVC application process.
- Providing information and materials to new Ignatian Volunteer Corps members.

Promoting IVC in the Albany area including, but not limited to, the following:

- Maintaining the database list of volunteers, reflectors, IVC alumni, and Friends of IVC.
- Assisting with the monthly newsletter.
- Placing ads, announcements, and articles about the IVC program in area church bulletins, newspapers, magazines, and online publications.
- Maintaining social media accounts for IVC Albany region, including Facebook and IVC webpage.
- Assisting Regional Director with development and promotion of events and event logistics, including the annual Commissioning of the Ignatian Volunteers.
- Working with IVC's Jesuit University Partners and providing stories of alumni who are IVC volunteers for their publications.

Assisting the IVC Director regarding the management of program logistics including, but not limited to, the following:

- Serving as the primary contact with the IVC monthly meeting sites and retreats (to schedule meeting dates, plan room set-up, and arrange for technology needs)
- Supporting the Spirituality Team with development of monthly gatherings, including contacting reflectors, preparing copies of materials for monthly gatherings and assisting in other ways as needed. Making sure new members are onboarded properly and feel welcome.
- Ensuring new Ignatian Volunteer Corps members are onboarded and are welcome.
- Planning, ordering, and overseeing hospitality items at monthly gatherings and retreats
- Maintaining a roster of members, spiritual reflectors, and sites
- Assisting with philanthropy research and development and promotion of fundraising events and event logistics.



**Qualifications:**

The role of the Program Manager is to assist the Regional Director with the development and support of relationships and building community with Ignatian Volunteer Corps members, community partners and Friends of IVC in several key areas.

The Program Manager must have the desire and skills to enthusiastically and effectively communicate and support the IVC mission of spirituality and service to prospective and current Ignatian Volunteer Corps members (mature, retired individuals) and diverse constituencies.

The candidate should have broad familiarity with the Catholic faith and its social teachings and feel comfortable working within Catholic/Christian communities. Familiarity with Ignatian Spirituality is preferred but not required.

The successful candidate will collaborate with the Director to set goals that supports IVC's mission and will be motivated to independently implement those goals. The candidate should possess excellent interpersonal skills in one-on-one and small group settings as well as in front of larger audiences.

Candidate must be familiar with Microsoft products including Excel, Word, Outlook, and PowerPoint. Experience with Blackbaud would be helpful. Driver's license and use of personal vehicle required. Communications/public relations and/or marketing background would be helpful.

**Position Summary:**

This position is **20 hours per week** with flexible hours.

Salary level in the mid-'20s with potential for growth.

The Program Manager will work out of his/her home. The program manager must have a private work area in their home where records can be stored and video calls can be conducted professionally. Travel is required in own car. Mileage will be reimbursed.

The IVC Program Manager reports directly to the IVC Regional Director.

**To apply:**

Please send a letter of interest and cv/resume via email to : Becky Ehrman, IVC Vice President of Programming and Regional Development: [behrman@ivcusa.org](mailto:behrman@ivcusa.org)

This position is open until filled.