



**Job Title:** Partnership + Volunteer Specialist

**Reports To:** Director of Partnerships

DECA, a non-profit educational organization headquartered in Reston, Virginia, that prepares emerging leaders and entrepreneurs in marketing, finance, hospitality and management in high schools and colleges across the globe, is seeking a **Partnership + Volunteer Specialist**.

In collaboration with DECA's Director of Partnerships, the Partnership + Volunteer Specialist will be responsible for recruiting volunteers for our major conferences and virtual engagement opportunities. Additionally, the Partnership + Volunteer Specialist will work in conjunction with the Partnerships team to provide customer service and administrative support.

The ideal candidate is energetic and excited to join a collaborative team. A successful applicant will be self-motivated, ready to prioritize multiple responsibilities and meet deadlines with minimal oversight.

**Required Education:**

- Bachelor's degree in business, education, marketing, non-profit management or related field.

**Job Responsibilities of the Partnership + Volunteer Specialist:**

- Serves as the point of contact for DECA's volunteer activities including conferences, special events and virtual engagement opportunities.
- Support the annual plan to recruit business and industry volunteers to fulfill DECA's needs for volunteers and create resources and promotional tools for recruitment of volunteers.
- Collaborate with the Programs team to coordinate all pre-event, onsite, and post-event volunteer logistics.
- Provide exceptional customer service to partners, volunteers and other external parties.
- Provides support in maintaining CRM, exhibitor and volunteer databases and generates reports as needed.
- Collaborate with the Director of Partnerships to identify, recruit, develop and deliver quality partnerships that support DECA's mission.
- Collaborate with the Director of Partnerships to develop partnership strategies to strengthen existing partnership relations and expand DECA Inc.'s partner base.
- Stays informed of best practices for volunteer management, serves as DECA's subject matter expert for volunteer engagement.
- Serve as department administrator, scheduling meetings, planning travel and executing other administrative duties as needed.

**Desired Skills of the Partnership + Volunteer Specialist:**

- 3+ years of experience in sales and marketing, customer service, preferably within the non-profit sector.
- Proficient in Microsoft Office products (Word, Excel and PowerPoint) Outlook and other applications as required.
- CRM experience strongly desired.
- Excellent organizational and interpersonal skills.
- Ability to lead simultaneous projects with accuracy and punctuality.
- Ability to interact cooperatively and productively with employees at all levels across an organization and with the public.
- Ability to meet deadlines.
- Strong attention to detail.
- Excellent communication and writing skills.
- Ability to build and maintain strong relationships with colleagues and clients.

**Supervisory Requirements:**

This position has no supervisory requirements.

**Work Environment:**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

**Position Type and Expected Hours of Work:**

This is a full-time position. Days and hours of work are typically Monday through Friday, 8:30 a.m. to 4:30 p.m. Periodic travel to conferences and meetings is required.

**Classification:**

Non-Exempt.

**EEO Statement:**

DECA, Inc. does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

**Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.