

# High-Impact Volunteer Engagement Initiative

## HIVE Facilitator Position Description

### Position Overview

Facilitators guide organizations as they pilot new ways of engaging skilled volunteers for mission-centric work. By facilitating four coaching calls per organization, facilitators check teams' progress as they implement their pilot, support the work, provide accountability, suggest relevant resources, and liaise with the project consultant. While the project consultant and the NH Center for Nonprofits provide oversight and direction for the initiative, you, as Facilitator, are the navigator and guide along their journey.

### Title

HIVE Facilitator

### Key Responsibilities

1. Learn about high-impact volunteer engagement and the HIVE capacity-building model.
2. Facilitate four coaching calls per HIVE team, providing resources, motivation, and support in the team's effort to effectively implement a high-impact volunteer engagement pilot.
3. Review work plans, progress reports, and other materials from each team, providing feedback and suggested resources as needed.
4. Participate in the HIVE Summit, facilitator coaching calls, cohort-wide coaching calls, and the reunion to gain context, learn, and be able to effectively coach the assigned teams.

### Initial Impact

1. Each HIVE organization's staff and volunteers will gain measurable knowledge and skills for engaging skilled volunteers.
2. Skilled individuals will become engaged volunteers, sharing their talents in meaningful and satisfying ways with these participating organizations.
3. New Hampshire Center for Nonprofits will benefit from the facilitators' skills and experience to implement a project that demonstrably builds capacity to fulfill mission.
4. The facilitators will serve as role models for high level staff/volunteer collaboration.

### Sustained Outcome

1. New Hampshire Center for Nonprofits will have a replicable model for high-level volunteer engagement to address other strategic needs.
2. The facilitators will be able to provide ongoing support to other departments, programs, or future initiatives of this organization.
3. The HIVE organizations will have a replicable model for high-impact volunteer engagement and will be better positioned to fulfill their mission of serving their communities.

### Training

- Initially, facilitators will receive one full-day training with the New Hampshire Center for Nonprofits and the project consultant (VQ Volunteer Strategies) and utilize the HIVE

Facilitator Tool Kit, which includes detailed resources, meeting agendas, exercises, and tools.

- Additionally, facilitators will participate in facilitator coaching calls with the Project Consultant for peer learning and ongoing training.

### **Support**

- In addition to the scheduled facilitator coaching calls, each facilitator will have the support of the New Hampshire Center for Nonprofits and the project consultant for resources and assistance as needed.

### **Commitment**

Facilitators are expected to be available for a period of at least twelve months, including 1 – 2 months of preparation followed by ten months of facilitation. The overall commitment would include:

- Attending the 2018 cohort's Reunion (October 11 from 9:30am – 5:00pm)
- Participating in the 2019 cohort Facilitator Training (October 12 from 9:30am – 4:00pm)
- Participating in the 2019 cohort webinar (November 6 from 10-11am) and Summit (December 6 from 9:30am – 5:00pm)
- Facilitating four one-hour coaching calls per organization over the course of ten months after the Summit
- Participating in 4-5 facilitator coaching calls with Project Consultant, plus additional individual calls with her as needed
- Participating in the 2019 cohort reunion (date tbd, likely fall 2019)

Additionally, facilitators are expected to spend reasonable time for coaching call preparation and follow up with the HIVE organizational teams and the project leaders.

### **Qualifications**

- Belief in – and passion for – the potential of volunteer engagement to help nonprofits fulfill their dreams.
- Communication skills, both oral and written.
- Public speaking and/or teaching experience.
- Facilitation and/or coaching experience.
- Experience working in staff/volunteer collaborations, whether as the staff member or as the volunteer.
- Ability to work on a team, as well as the ability to lead teams.
- Experience in organizational development and/or nonprofit management a bonus.

### **Benefits**

- The opportunity to truly make a long-lasting difference for the HIVE organization by demonstrating the power of skills-based volunteer engagement.
- The opportunity to participate in and help shape an innovative model for nonprofit capacity-building.
- Gaining new skills in facilitation and experience in professional coaching.
- While mileage for travel to training sessions, meetings, and coaching sessions are generally not reimbursed, it may be tax-deductible. Consult your tax advisor.