

# 55+ RSVP Director

**Reports to:** Director of Community Impact and Engagement

**Status:** Full-Time

## Physical Setting & Schedule

- Monday through Friday, 8:30-4:30 pm; Occasional evening and weekend hours as needed, adjusted to offset regular office hours
- Coralville, Iowa or Washington, Iowa United Way Office with the opportunity to work remotely when necessary

## Position Summary

The 55+ RSVP Director leads the Retired and Senior Volunteer Program in Johnson and Washington Counties, focusing on program management, grant management, and team leadership. This role advances United Way's mission by engaging individuals aged 55+ in meaningful volunteer opportunities. The Director builds strategic relationships with community organizations, manages program goals and outcomes, ensures compliance with grant requirements, and fosters team growth and efficiency.

## Essential Duties and Responsibilities *(Other duties may be assigned)*

### Grant Management

- Manage program grants, including writing grant applications, preparing reports, and ensuring compliance with all grant requirements.
- Oversee grant-related performance measures, outcomes tracking, and funding documentation.
- Act as the primary point of contact for grantors, ensuring timely communication and reporting.

### Team Leadership

- Guide and support RSVP team members in managing their work, identifying and facilitating relevant training opportunities, and developing their professional skills.
- Set, monitor, and evaluate employee goals to align with program objectives.
- Foster a collaborative and supportive team environment to achieve program success.
- Review, approve, and track hours to expenses for staff and volunteers.

### Program Management

- Oversee operations of the 55+ RSVP Initiative, including federal and state match budget setting, tracking, and reporting, program evaluation, and compliance with CNCS guidelines.
- Establish and monitor program goals, seeking opportunities for improvement and efficiency.
- Maintain and document program systems to ensure consistent and effective service delivery.
- Create and sustain collaborative partnerships with nonprofits, schools, businesses, faith-based groups, public sectors, and retiree organizations to expand volunteer opportunities.

## United Way of Johnson & Washington Counties

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### Community Engagement and Volunteer Support

- Develop and implement strategies to recognize and celebrate individual and group contributions of 55+ RSVP volunteers.
- Provide training and technical assistance for partner organizations to manage volunteers effectively and meet program guidelines.
- Stay informed on trends and best practices in senior volunteerism and represent the RSVP initiative at local, state, and national levels.

### Administrative and Operational Oversight

- Manage tools for tracking volunteer impact and program outcomes, including eGrants, Iowa Grants, and Volgistics software.
- Ensure alignment with United Way's communications and public relations efforts.
- Support United Way's disaster services and advocacy efforts, as needed.

### Qualifications

- Bachelor's degree in a related field, or an equivalent combination of education and experience
- 3-4 years of professional experience in federal grant management, volunteer management, program coordination, or a related field
- Experience in grant writing, reporting, and compliance is preferred, though a strong ability to quickly learn and adapt to these skills will also be considered.
- Strong leadership skills, with the ability to guide and develop a team effectively.
- Experience in program management, including goal setting, evaluation, and process improvement.
- Proficiency with Microsoft Office Suite and familiarity with grant management software.
- Exceptional oral and written communication skills.
- Valid driver's license and appropriate vehicle insurance.
- Subject to a three-part criminal history background check, including fingerprinting and National Sex Offender Public Registry Check.

### Physical Demands

The physical demands of this job are representative of those required to successfully perform the essential duties of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

**Salary Range:** \$45,000-\$50,000. Note, this is a grant-funded position.

### Benefits

- 95% of employee health and dental or 75% of family coverage.
- 100% of Long Term Disability, Life, and Accidental Death or Dismemberment insurance.
- Voluntary benefit plans including Healthcare Flex Spending, employee contributions to 401k with a 7% employer contribution after 1 year of employment, and Aflac additional insurance.
- Monthly PTO accrual and 12 paid holidays annually.

Please contact Emily Meister at [emily.meister@unitedwayjwc.org](mailto:emily.meister@unitedwayjwc.org) for additional information