

**Official Title: Community Service Manager**

**Reports to: MVA President**

**Budget Responsibility: Community**

**Position Description:**

The Community Service Manager oversees MVA's involvement in the local community to include Scholarship, School Partnerships and Agency Grants.

**The Community Service Manager will:**

- Plan and execute all community-focused activities on behalf of the MVA
- Recruit volunteers to serve on Community committees (Agency Grant, Scholarship, School Partnership, etc.) as needed.
- Communicate with the MVA Treasurer to ensure that sufficient funds are available for all community payments.
- Determine the calendar of community events, including luncheon donation requests, volunteer activities, luncheon speakers, etc.
- Oversee all community investments (scholarships, grants, endowments, etc.)
- Actively seek out community organizations with which the MVA may partner/support
- Submit an annual budget for the upcoming calendar year in October of each year based on prior budget spending
- Manage the Community budget
- Perform such other duties as may, from time to time, be prescribed by the President.