



**What You Don't
Know Is
Holding You Back**

Agenda

- Uncover the knowledge gaps that could be slowing you down
- Create a realistic, personalized career growth plan
- Understand why saying “I don’t have time” can be a death blow to your career
- Understand that when we grow individually, the entire profession grows exponentially



Knowledge VS Wisdom

Knowledge =
Knowing a tomato is a fruit



Wisdom =
Not putting tomatoes in a fruit salad



<a hr

otos by Vecteezy Fruit Salad Stock photos by Vecteezy

**Not only
having the
knowledge
but what you
do with it is
the key**



<https://www.vecteezy.com/free-photos/wisdom> Wisdom Stock photos by Vecteezy

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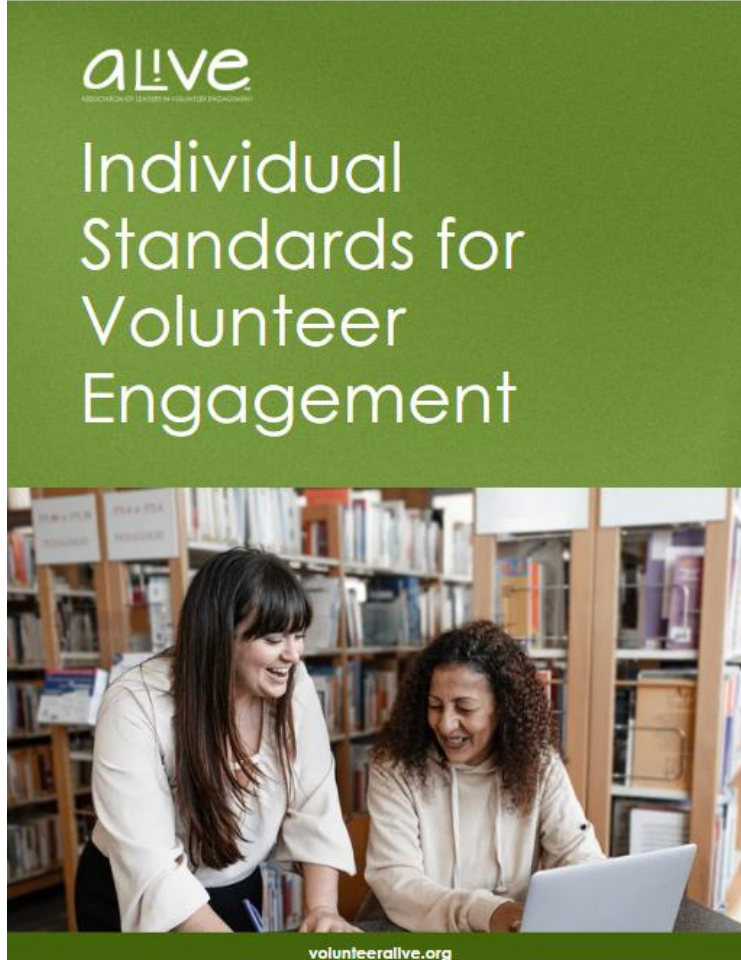
Identify Your Knowledge Gaps

What Don't You Know?



How Do You Know What You Don't Know?

Self- Evaluation Tools



CVA Self-Assessment Tool

This document is intended to provide guidance when studying for the CAVS Exam. By assessing your own level of knowledge and experience in each topic area, you can identify areas that might require further study or review.

- 1 = minimal or no knowledge or experience; requires study
2 = some knowledge or experience; requires review
3 = know and understand, with solid experience; little or no review needed

A. Plan for Strategic Volunteer Engagement	1	2	3
1. Assess organizational needs and opportunities for volunteers			
2. Promote organizational readiness (e.g., commitment, capacity, competency)			
3. Research and analyze related programs and services			
4. Develop goals and objectives for volunteer services			
5. Develop policies and procedures for volunteer services			
6. Develop supporting tools and resources for volunteer services (e.g. forms, databases)			
7. Develop evaluation plan for volunteer services			
8. Develop risk management plan for volunteer services			
9. Establish benchmarks for volunteer services			
10. Implement evaluation plan for volunteer services			
B. Advocate for Volunteer Involvement	1	2	3
11. Design communication plan for volunteer services			
12. Implement communication plan for volunteer services			
13. Evaluate communication plan for volunteer services			
14. Inform stakeholders of volunteer service opportunities			
15. Enlist stakeholders in promoting volunteer service opportunities			
16. Develop volunteers as advocates			
17. Advocate for volunteer services (to stakeholders and community)			
18. Cultivate stakeholder and partner relationships			
19. Collaborate with stakeholders			
C. Attract and Onboard a Volunteer Workforce	1	2	3
20. Identify current needs for volunteers			
21. Develop volunteer position descriptions			
22. Develop performance objectives for volunteer roles			
23. Design recruitment strategy for volunteers			
24. Implement recruitment strategy for volunteers			
25. Respond to volunteer inquiries			
26. Select applicants for interviews			
27. Conduct applicant interviews			
28. Administer screening process			
29. Match volunteers with assignments			
30. Evaluate placement of volunteers			



Diagnostic

Completion of a comprehensive self-assessment of current volunteer engagement practices, followed by recommendations for strategic improvement.

Personalized Growth Plan

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Where Do You See Yourself?

- Professional Career
- A particular Skill
- Impact You Want to Have





Career Pathways in Volunteer Engagement

A Framework of Competencies, Duties
and Pay Structures for Professionals



volunteeralive.org



Career Pathways for the Volunteer Engagement Professional

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Educate
Advocate
Elevate

Educate

- **Profession**
- **Profession Adjacent**
 - Community Engagement
 - Corporate Social Responsibility
 - Human Resources
 - Data Analysis
 - Program Management
 - Training and Development
- **Profession Related**
 - Marketing
 - Fundraising
 - Finance/Accounting
 - Business Management
 - Entrepreneurship
 - Event Planning
 - Consulting

Advocate

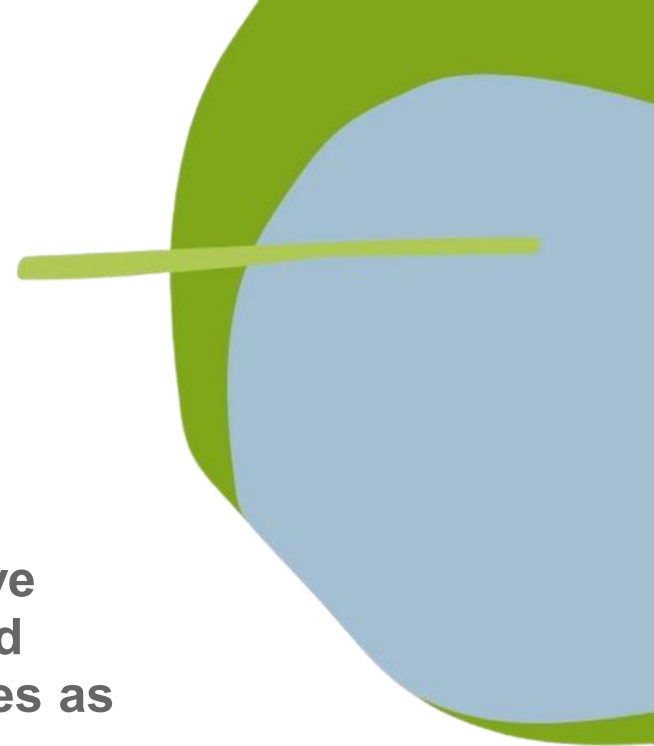
- For Your Volunteers
- For Yourself

- **Your Skills**

- Certified Volunteer Administrator (CVA)
- Volunteer Management Certification
- Certified Fund Raising Executive (CFRE)

- **Slowly implement what you have learned into your daily work and then report out on the successes as a result**

- Annual Review
- Staff Newsletter
- Volunteer Newsletter
- Board Newsletter
- Social Media (Personal and Organization)



Elevate

Share What You Know

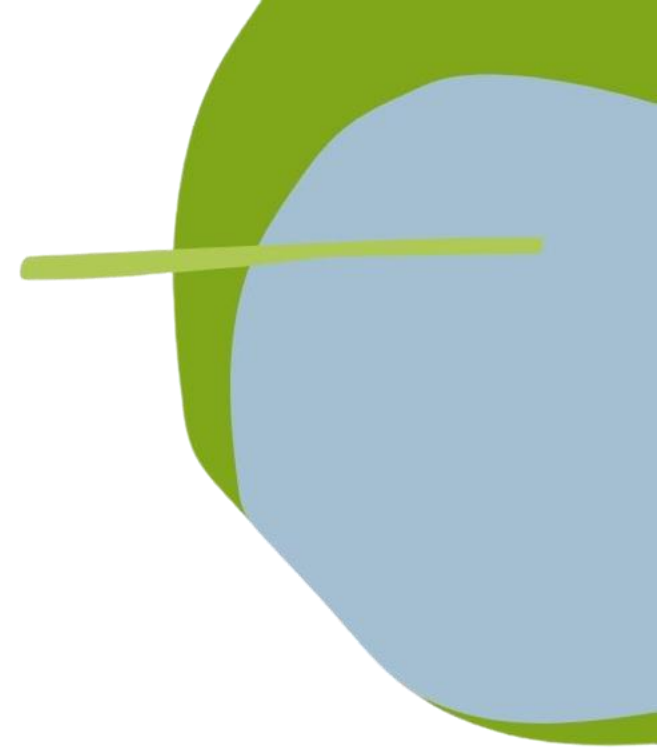


- **Mentor**
- **Serve**
 - Board Service
- **Teach / Train**
 - Adjunct Professor
- **Evaluate**
 - Impact Awards
 - Service Enterprise
- **Consult**

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Make Time

Time is of the Essence



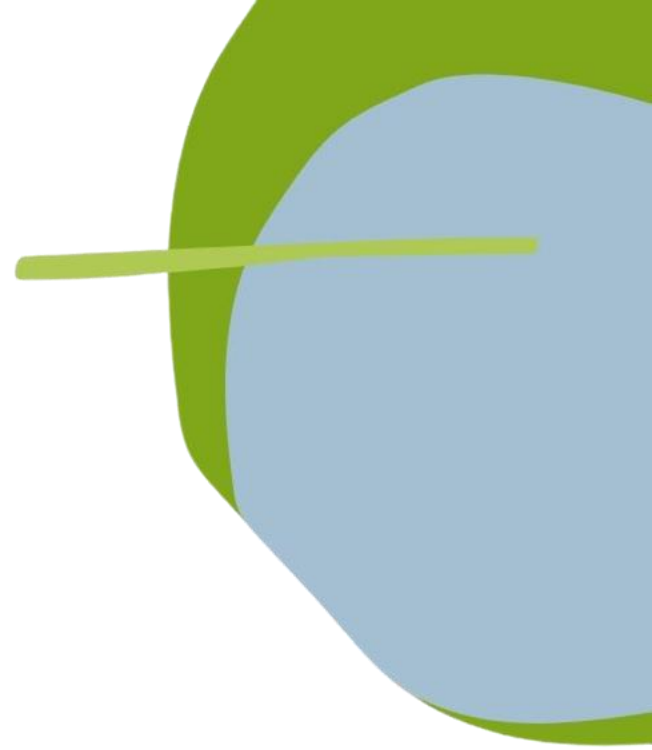
[Time Stock photos by Vecteezy](https://www.vecteezy.com/free-photos/time)

Not Easy, But Worth It



Suggestions

- **Block time off on your calendar**
- **Wake up earlier**
- **Stay up later**
- **Read/Listen/Watch**
 - something in place of a tv show and/or movie
 - while: working out, cooking, driving
 - time management books, blogs, webinars



Adopt A Solution Mindset

Grow Individually

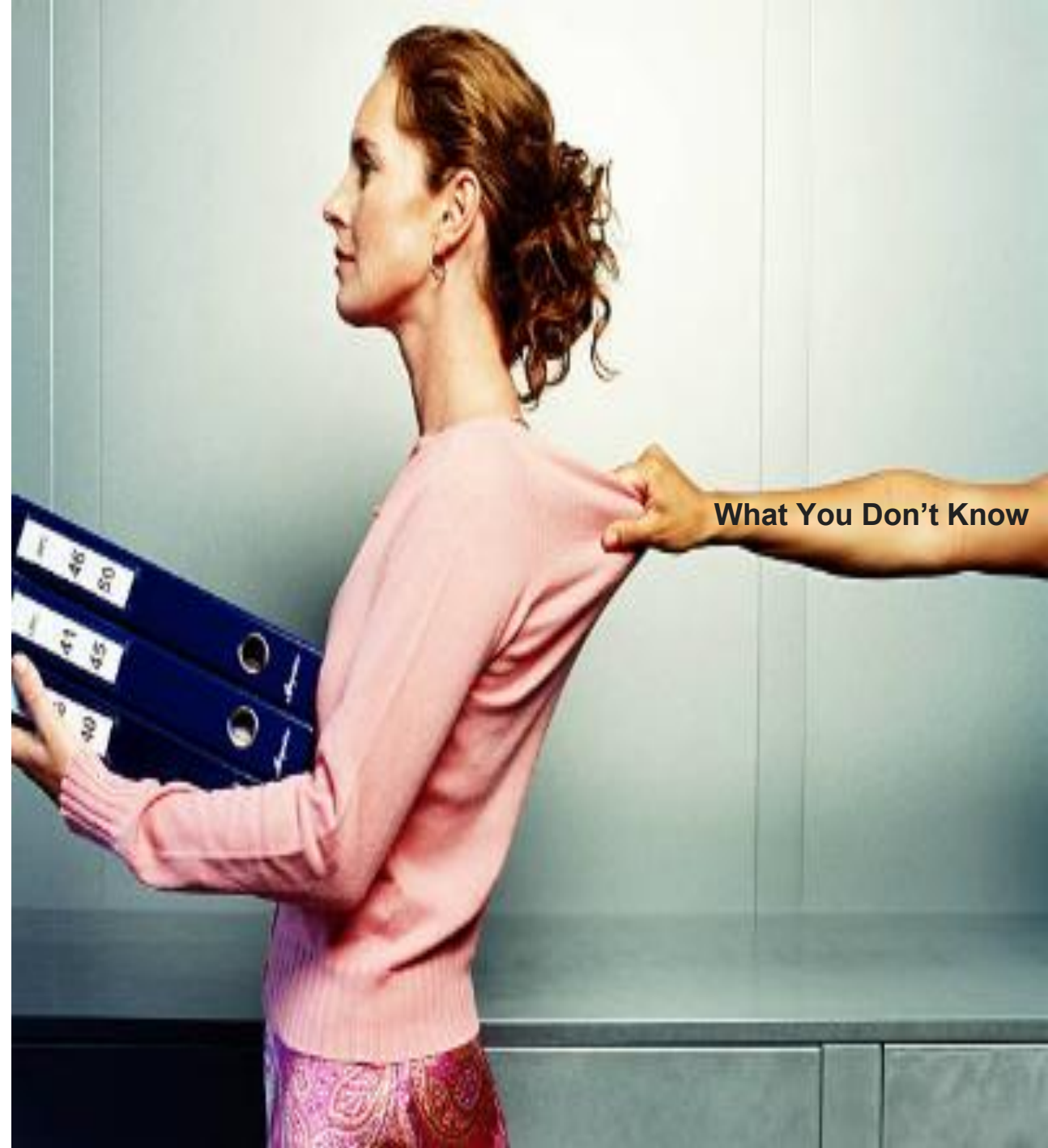


Grow Exponentially



So, What Is Holding You Back?

ASSOCIATION OF LEADERS IN VOLUNTEER ENGAGEMENT



What You Don't Know