

Job Description: Events/Volunteer Specialist
Department: Administration
Last Revised: 09/2021
Hourly/Non-Exempt

Definition

The Events/Volunteer Specialist will be responsible for assisting the Executive Assistant and Development team with fund raising efforts, volunteers and annual programs. This position requires multi-tasking and attention to detail and is a full-time position accountable to the Executive Assistant.

Supervision

Volunteers for various events and fundraising activities.

Duties

- Develop, implement and evaluate strategies and materials for the recruitment and retention of volunteers on an ongoing and special needs/projects basis for all areas of the organization.
- Coordinate and implement fund raising events for the Children's Cabinet, including the annual fundraising gala, which includes working with The Children's Cabinet's Board of Trustees, event committee, and Cabinet staff to secure sponsorships and table sales, live and silent auction items, volunteers, auctioneer, and other items as they arise.
- Work with the Executive Assistant to coordinate and lead the Adopt a Family holiday program.
- Coordinate with Children's Cabinet staff to identify volunteer needs organization wide. Attend, manage and oversee special fundraising events as needed, including the oversight of the volunteer activity during event and event planning activities.
- Develop and maintain a volunteer database including tracking donated hours, skills, and contact information, which include recruit, interview, screen and place volunteers based on background and areas of interest. Onboard and train where necessary the volunteers. Provide monthly, quarterly and annual reports detailing volunteer hours donated to HR Director.
- Maintain and add information on donated and in-kind services in the Fund Development software. Follow up with donor acknowledgement letters for Executive Director's signature and mail when completed.
- Assist with soliciting and securing contracts from vendors to provide in-kind services for events.
- Work with development staff to identify and expand opportunities for donations to include in kind or monetary gifts.
- Meet new groups and volunteers to deepen relationship and improve retention.
- Work with Fund Development and Executive Director to create annual timelines and budgets for events.
- Prepare and maintain notebook or file on each event to be used in preparation of events for subsequent years. Maintain organized Fundraising and Executive Director's shared folders.
- Keep all communications consistent with the Cabinet's established style and voice.

- Achieve an understanding of the agency's mission, overall goals and objectives; have a working knowledge of the Cabinet's programs in order to utilize available technical resources, but able to effectively communicate the Children's Cabinet mission and objectives to the public.
- Other duties as assigned.

Job Requirements:

- Bachelor's degree or equivalent job experience. At least 2 years' experience in Event planning
- Superior written and verbal skills.
- Strong typing, data entry and organizational skills.
- Able to work independently and as a part of a team.
- Ability to work with and train people with varying levels of computer knowledge.
- A high level of computer competency, including knowledge of Microsoft Office programs including MS Word, Excel, Access, PowerPoint, and Publisher. Experience with Arreva and Adobe Creative Suite software, mainly Photoshop and InDesign, is a plus.
- Knowledge of community based agencies and resources, as well as those found on the World Wide Web, which may be of assistance to children and families.
- Able to lift 50 lbs.
- Must be able to work some evenings and weekends
- Must be able to stand for up to 2 hours at a time.
- Must be able to work outdoors on occasion in all types of weather
- Local travel to various worksites is required

License or Certificate

- Able to pass complete background check
- Must have reliable transportation to get to and from work
- Must possess a valid Nevada Driver's License and proof of insurance if utilizing personal vehicle for company business

Benefits

- This position is eligible for benefits.

The Children's Cabinet is an equal opportunity employer and encourages persons to apply regardless of their race, sex, sexual orientation, veteran status, color, religion, national origin, age, handicap, familial status, political affiliation or beliefs.