

Domestic Violence Services of Snohomish County

SPECIAL EVENTS/MARKETING & VOLUNTEER COORDINATOR

Reports to: Deputy Director - Development
Hours: 40 hours per week, schedule varies. Work hours are primarily Monday-Friday with some evening and weekend commitments.
Classification: Regular
Work Location: Administration Office

MAJOR RESPONSIBILITIES:

I. Special Events

- In conjunction with the Deputy Director coordinate the agency's special events, including the annual Chocolate Lover's Dinner/Auction, Hope Within Luncheon, Handbag Auction & Luncheon, Outback Luncheon and other promotions.
- Work closely with staff, board members, volunteers and donors.
- Participate in committee meetings.
- Prepare correspondence as needed.
- In conjunction with the Deputy Director reconcile event billings, maintain detailed files, budget and time lines for each event.
- In conjunction with the Deputy Director organize logistics, i.e. sites, vendors, food, decorations, lighting/sound, speakers, etc.
- In conjunction with the Deputy Director recruit, secure, and coordinate table and team captains for events.
- Respond in a professional and timely manner to inquiries.
- Develop print concepts, coordinate production and mailings.
- Work closely with event chairs.
- In conjunction with the Deputy Director secure sponsorship and underwriting requests.
- Maintain organized and detailed documents and records.
- Negotiate with vendors.
- Evaluate all special events and make recommendations for improvements, increased fundraising and community outreach.

II. Marketing, Communications & Public Relations:

- Provide supervisory support to volunteers in the Development Department.
- Maintain organization website with updates, announcements, pictures, etc.
- Press releases for agency.

III. Volunteer Coordinator:

- Recruit volunteers as needed for trainings and special events.
- Arrange and coordinate volunteer trainings.
- Manage volunteer services and recognition.
- Maintain volunteer database and files including assimilation of monthly statistics.
- Recruiting and placement of Interns
- Additional duties as requested.

IV. Administrative Duties:

- Attend training opportunities
- Attend department staff meetings
- Participate in general office maintenance and upkeep
- Conduct all work in a manner consistent with Board and Personnel Policies.
- Attend Community Outreach Events.
- Attend other nonprofit events and networking events.
- Additional duties as requested.

QUALIFICATIONS:

- Experience in organizational development, communications, marketing or related field.
- Minimum two year development/fund-raising experience, paid or volunteer.
- Previous auction experience preferred.
- Strong working knowledge of MS Word, Excel, Outlook, Publisher and Power Point.
- Working knowledge of donor databases and/or Auction Maestro (preferred)
- Excellent verbal and written communication skills.
- Well organized, high energy ability to handle multiple priorities in a timely and efficient manner.
- Excellent networking skills.
- Commitment to the agency's mission, philosophy and goals.
- Ability to coordinate and work effectively as part of a team.
- Commitment to embracing diversity and respecting individual differences.
- Professional manner and appearance.
- Private transportation, liability insurance and good driving record.