



Job Description

Job Title: Events and Volunteer Coordinator
Reports to: Chief Operating Officer (COO)
Status: Non-Exempt - Regular Full Time
Classification: Professional
Work Location: Administration Office

GENERAL SUMMARY:

Under the direction of the COO, the Events and Volunteer Coordinator is responsible for implementing a variety of activities and events to fundraise for Domestic Violence Services of Snohomish County (DVS). The Events and Volunteer Coordinator is also responsible for managing a large team of volunteers that support the various activities.

ESSENTIAL DUTIES:

Special Events

- Coordinate the agency's special events, including the annual Chocolate Lovers' Dinner/Auction, Hope Within Luncheon, Handbag Auction & Luncheon, and other annual promotions.
- Participate in committee meetings as required/requested.
- Reconcile event billings and maintain detailed files for each event.
- Work with the COO on preparation of budget and timelines for each event.
- Organize logistics, i.e. sites, vendors, food, decorations, lighting/sound, speakers, etc. and negotiate with vendors.
- Recruit, secure, and coordinate attendees and table captains for events in partnership with the COO.
- Respond to inquiries in a professional and timely manner.
- Develop print concepts, coordinate production and mailings in conjunction with graphic designer.
- Secure sponsorship and procure individual gifts and donations as needed.
- Maintain organized and detailed documents and records.
- Debrief and evaluate each event annually and make recommendations for improvements as needed.

Marketing, Communications & Public Relations:

- Maintain organization website and social media with contracted marketing company and prepare external correspondence (e.g. email blasts) as needed.
- Create press releases for agency within the parameters established by the COO.
- Respond to and coordinate outside speaker requests.
- Responsible for the Holiday Gift Drive, coordinate timelines, procure donors and coordinate drop off locations.
- Receive and respond to all donation inquiries, as well as organization of donation drives.



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Volunteer Coordinator:

- Place, recruit and recognize volunteers and interns as requested.
- Arrange, coordinate and facilitate volunteer trainings bi-annually.
- Accept volunteer applications and conduct interviews.
- Supervise and oversee maintenance of volunteer database and files including assimilation of monthly statistics.

OTHER DUTIES:

- Attend and participate in program, department and agency meetings and relevant trainings.
- Participate in general office maintenance and upkeep
- Attend community outreach events, other nonprofit events, and networking events as needed.
- Perform additional duties as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience

- Minimum of 2 years of development and/or fund-raising experience.
- Minimum of 2 years of experience in organizational development, communications, marketing or related field.
- Previous auction experience is preferred.
- College degree is preferred.

Knowledge, Skills and Abilities

- Commitment to the agency's mission, vision and values.
- Ability to work a typical schedule in the office, Monday to Friday, 40 hours per week, but periodically work a varied schedule with some evening and weekends as required.
- Ability to make decisions and exercise sound judgment.
- Excellent networking skills and ability to present a professional appearance when representing the agency.
- Demonstrate skills in written and verbal communication.
- Experience in organization, prioritization and problem solving with ability to handle multiple priorities in a timely and efficient manner.
- Ability to maintain strict confidentiality of donor and agency information
- Ability to work as a member of a team as well as independently.
- Computer skills: Microsoft Office, Word, Excel, Outlook, Publisher and Power Point, etc.
- Knowledge of Internet, donor database such as Auction Maestro, and ability to learn new programs
- Ability to provide culturally appropriate services to people from diverse backgrounds.
- Vehicle with current driver's license, registration, and insurance required.
- No disqualifying criminal history or sex offender convictions (WSP WATCH and DOJ Sex Offender Registry)



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PHYSICAL DEMANDS

To successfully perform the essential duties of this position, an individual must be able to sit at a desk for six or more hours a day, and use office equipment, including phones and computer keyboards, for six or more hours per day. Individuals must be able to engage clients over the phone and in-person by voice, and visit community partners and travel to local events in an automobile. While gathering donations and setting up events, the employee must frequently lift and/or move up to 15 pounds and occasionally lift and/or move up to 25 pounds. Regular attendance is an essential function of the job. Reasonable accommodations may be made to assist individuals with disabilities to perform essential job functions.

The above job description is meant to describe the general nature and level of work performed; it is not intended as an exhaustive list of all duties, responsibilities and required skills for the position. Employees will be required to follow any other job-related instructions and to perform other duties requested by their supervisor in compliance with Federal and State laws.

DVS is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, among other things, or status as a qualified individual with disability.

EEO Job Classification:
13-1131 Fundraisers