



Events and Volunteer Coordinator Job Description

Job Title:	Events and Volunteer Coordinator	Job Category:	Fundraising
Department/Group:	Advancement	Travel Required:	Some Travel Required
Location:	Conway Center	Other Work Hours:	
Level/Salary Range:		Position Type:	Full-Time (min of 40 hours per week)
HR Contact:	Melanie Cobb	Date Posted:	10/21/19
Will Train Applicant(s):	Seeking experienced candidate	Posting Expires:	When filled
External Posting URL:	http://thesannehfoundation.org/about-us/careers/		

OVERALL DESCRIPTION

The Events and Volunteer Coordinator is a full-time position overseeing and supporting day-to-day events and volunteer management activities including the development, leadership and management of the volunteers and interns, as well as leadership and participation in multiple foundation and fundraising events.

ROLE AND RESPONSIBILITIES

Events & Volunteer Coordinator

- Creates, manages and updates donor databases; tracks donations; manages “thank you” processes, and serves as event support for two major fundraising initiatives; Gala4Goals and Golf4Goals.
- Serves as liaison with corporate sponsors, potential donors, and event management personnel.
- Creates, manages and updates volunteer database; tracks volunteer activities; provides documentation and correspondence where appropriate.
- Creates and manages an on-boarding program for volunteers.
- Manages training for volunteers, as needed.
- Assesses organizational and volunteer needs and provides recommendations to CAO.
- Maintains volunteer files on each volunteer, ensuring documentation of screening practices.
- Monitors volunteer, staff and client satisfaction.
- Leads and manages Community Events.
- Example: Annual Conway Halloween Party
- 6-12 events per year on average
- Creates and manages an Annual Volunteer Appreciation event, including managing to a pre-approved budget.

- Provide aid and leadership for other foundation events (including but not limited to) the summer Golf event or the Annual Gala.
- Leads, manages or supports any event or volunteer activities at Conway Park & Community Center, as directed.
- Participates as needed in special department projects.
- Provide ID as needed with research for resources and/or services.
- Provides administrative office duties related to fundraising and events.

MINIMUM QUALIFICATIONS AND EDUCATION REQUIREMENTS

Education and Experience

- Minimum bachelor's degree in Fundraising, Event/Sports Management, Education, Journalism, Public Relations, Communications, or a closely-related field.
- A minimum of 2+ years of work or volunteer experience demonstrating required skills.
- History of active involvement with volunteer programs or organizations.
- Proven ability to foster and maintain positive relationships and service.
- Computer and technological skills including Microsoft Office Programs.

Skills, Competencies and other Requirements

- Must demonstrate strong work ethic and be highly dependable and responsible.
- Must be highly confidential and respectful in all situations.
- Results-oriented with a sense of urgency, ability to adapt to change, and a commitment to continuous improvement and future vision.
- Exceptional problem solving and decision-making skills; highly detail oriented and excellent organizational skills.
- Learn and adapt quickly, balance and prioritize multiple tasks, produce highly-detailed work on a continuous basis and contribute to the team while completing work independently.
- Excellent written and verbal communication skills.
- Traveling to multiple event locations and attendance at evening and weekend events, meetings and training as needed.
- Availability of personal transportation required with valid driver's license and continuous insurance coverage.
- Adhere to and demonstrate The Sanneh Foundation values: Building Community, Caring & Compassion, Diversity, Education, Integrity, Inspiring Excellence and Maximizing Potential.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be able to lift up to ten pounds. Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a keyboard; and to verbally communicate to exchange information. VISION: See in the normal visual range with or without correction. HEARING: Hear in the normal audio range with or without correction.

The Sanneh Foundation is an affirmative action & equal opportunity employer. D/V/M/F. Applicants will be considered without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality, sex, or veteran status. If you require accommodation to apply for a position, please contact us at: 651.690.4855

The above is intended to describe the general content and requirements for the performance of this job. This position description is not to be construed as an exhaustive statement of duties, responsibilities or requirements

New Candidate:		Signature & Date:	
Approved By:	Tony Sanneh	Signature & Date:	10/21/19
Last Updated By:	Melanie Cobb	Signature & Date:	10/21/19