

Volunteer and Special Events Coordinator

Organization:

Founded in 1968, The Warren Center advocates, serves and empowers the children and families impacted by developmental delays and disabilities.

Position Title:

Volunteer and Special Events Coordinator

Reports to:

Vice President of Development (VPD)

Job Summary:

The Volunteer and Special Events program is responsible for developing, implementing and growing The Warren Center Volunteer program. Also included in this role is the management of fundraising events, working closely with the CEO and the VPD, as well as the Development Committee and any event related volunteer committee(s). This position offers the opportunity to have a significant impact on the organization's fundraising success. To perform this job successfully, an individual must be able to perform the following satisfactorily; other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

Responsibilities:

- ◆ Surveys staff regularly to assess needs for volunteer assistance.
- ◆ Works with social, civic and local organizations to develop partnerships, where appropriate, to develop and/or utilize volunteers.
- ◆ Organizes, coordinates and manages recruitment of volunteers.
- ◆ Maintains Volunteer Service descriptions for each volunteer assignment.
- ◆ Develops and implements training programs for all volunteers.
- ◆ Ensures volunteers are staffed to support various areas of operations.
- ◆ Sets up and attends volunteer meetings. Reports to VPD on volunteer activities.
- ◆ Recommends and develops ongoing volunteer utilization.
- ◆ Maintains updated and timely records on all volunteers.
- ◆ Develops and implements a volunteer recognition program.
- ◆ Working with VPD, cultivates and expands sponsorship development and fulfillment.
- ◆ Provides planning, implementation and follow-up for special events in accordance to budgeted goals.
- ◆ Maintains current and precise event records.
- ◆ Produces donor and volunteer acknowledgements in a timely manner, following department guidelines.
- ◆ Identifies opportunities for in kind donations, solicits in-kind donations and stewards in kind donor.

- ◆ Collaborates with Marketing department to develop event publicity, public relations, advertising, collateral material design, production and distribution.
- ◆ Work with Development Associate to maintain accurate constituent and tracking records in Bloomerang and to ensure effective and efficient processes to generate receipts and letters on a timely basis

To perform the job successfully, an individual should demonstrate the following skills: problem solving, communications, change management, service and planning and organization.

Qualifications:

- ◆ Bachelor's degree from an accredited college or university or educational and work experience equivalent
- ◆ Minimum of 2 years development experience preferred, preferably engaged in volunteer management and/or special events
- ◆ Proven experience in building relationships with donors and volunteers
- ◆ Excellent verbal and written communication skills
- ◆ Ability to: read and analyze documents, speak effectively before groups, effectively present information, and respond to questions from groups of managers, clients, employees, and the general public, and to write reports and business correspondence.
- ◆ Advanced knowledge of Microsoft Office Suite, browsers, Bloomerang (or similar donor database) and prospect research tools
- ◆ Ability to deal with professionals at a cross functional level.
- ◆ Demonstrated ability to handle confidential information appropriately
- ◆ Outstanding customer service
- ◆ Exhibit excellent project management skills and a high level of individual initiative and creativity
- ◆ Attention to detail

Some evening and weekend hours will be required. Must have a valid Texas driver's license and must be insurable to drive a personal vehicle. Must have reliable transportation and the ability to travel to locations around the DFW Metroplex.

Send resume and cover letter to leslie.clay@thewarrencenter.org. No phone calls please.