



FRIENDS OF KIDS WITH CANCER

Volunteer and Events Coordinator

Status: Full-time

Positive Overview:

Friends of Kids with Cancer is a local charitable organization devoted to enriching the daily lives of children undergoing treatment for, and survivors of, cancer and blood-related diseases.

The duties of this position are three-fold: Events, Database Entry and Volunteer Coordination.

This individual must have a desire to operate within the nonprofit environment and share in our mission of “helping kids with cancer...be kids”.

Volunteer Management

Coordinate and manage entire Volunteer Program:

- Recruit new volunteers and quickly acknowledge all volunteer inquiries
- Maintain volunteer database
- Schedule and supervise all office volunteers
- Approve and evaluate administrative interns
- Schedule all program volunteers working closely with program director and program coordinator
- Create and utilize volunteer handbook
- Give assistance to all event volunteer committees
- Develop and maintain relationships with volunteers with focus on volunteer retention

Event Coordination

Coordinate Internal and 3rd Party Fundraising Events:

- Manage and/or assist event chairs and executive director with the coordination of all event activities and logistics, including but not limited to, event format, auction recruitment, solidifying food and beverage, rentals, etc...
- Responsible for event registration and sponsors tracking through office shared drive, Google Docs and GiveSmart online platform
- Manage the Givesmart platform set up, event activity and post-event reports.
- Lead event committees, encouraging, vetting, and implementing ideas as appropriate in conjunction with executive director.
- Work with executive director and communications specialist to develop and implement a comprehensive marketing campaign for all events including copy writing, graphic design, social media, email and mailings, advertising, web design, event signage and supplies.
- Manage and adhere to all event budgets while working with executive director to produce benchmark reports.
- Assist executive director with event corporate partnership initiative through sponsorship prospecting, solicitation and cultivation.
- Draft all event solicitation letters and sponsorship forms

Miscellaneous

- Serve as Office Liaison to the Young Friends of Kids with Cancer Board
- Assist Executive Director, Program Director, and all employees as needed and requested

Education and Skills:

- Undergraduate degree from an accredited university or college. Non-profit or event planning experience preferred.
- Proficiency in computer skills including superior knowledge of Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Knowledge and experience with Database systems, preferably Raiser's Edge

Requirements:

- Excellent verbal and interpersonal communications skills
- Superior ability to creatively develop written correspondence
- Must be able to exercise good judgment and a high degree of confidentiality
- Strong organizational skills with excellent attention to detail
- Experience with Raiser's Edge is preferred but not necessary
- Ability to work independently, multi-task, and prioritize duties in a fast-paced environment
- Willingness to work in a collaborative environment where all staff are expected to help with charity needs outside job duties
- Maintain a high level of professionalism in appearance with a friendly, caring manner of greeting and interacting with all visitors and volunteers
- Experience preferred
- ***Possess a very strong understanding and passion of the Friends of Kids with Cancer mission***

Submission of Resume:

Interested and qualified applicants should submit their **resume with cover letter and salary requirements** by email to:

Brandy Bimslager, Executive Director
brandy@friendsofkids.com