Title: Director of Events and Volunteers
Position Is: Exempt Position – 40 Hours per week, Travel Required
Department: Development & Marketing
Reports To: SVP of Development and Marketing

The Director of Events and Volunteers is responsible for managing and supporting signature fundraising events for Colorado, Missouri, New Mexico and Nevada. This person is responsible for managing event expenses to budget projections and supporting/managing all event committees and volunteers in conjunction with specific state staff. Direct report: Special Events Coordinator.

Specific Job Responsibilities include, but are not limited to:

- Responsible for the management and implementation of fundraising events in the Colorado, Missouri, New Mexico and Nevada markets
- Supports the Senior VP Of Development and Marketing in the development of event plans and budgets designed to achieve growth over previous years; accountable for monthly tracking and reporting on revenue and expenses for such
- Oversee the management of sponsorship for special events. Responsible for solicitation of, record keeping, tracking, and follow-up
- Coordinate and manage all marketing and public awareness efforts for special events in each market
- Oversee the management of auctions for special events. Responsible for solicitation of items, record keeping, data entry, item tracking, bid sheets, displays, and auction close-out
- Supervises CO Special Events Coordinator
- Work collaboratively with Special Events Coordinator and Development and Communications Coordinator to ensure timely and accurate recording of event contributions and acknowledgements
- Work collaboratively with local committees and AE staff to recruit and train volunteers for special events
- Supports the Senior VP of Development and Marketing in the evaluation of effectiveness of events and conducts post-event wrap up and evaluation meetings
- Other duties as assigned
- Responsible for daily operations of the fundraising/development for The Adoption Exchange. Work with all development staff to formulate and administer an aggressive development plan with goals, objectives, and realistic timetable.
- Create and foster fundamental relations with the corporate community with the goal of activating and building support.
- Work with President/Executive Director, Senior Vice President of Development and Marketing as well as volunteers to nurture and cultivate donors.

Knowledge, Skills and Abilities Required:

- 3-5 years of fundraising/special event experience
- Four-year degree or equivalent education/experience required
• Strong interpersonal skills (written and verbal) necessary in order to communicate diplomatically and effectively with volunteers, high level donors, and staff
• Innate ability to work steadily and calmly in high pressure situations
• Initiative, follow through, sound and accurate judgment with an ability to support and explain reasoning for decisions; including appropriate people in decision-making process; and ensure timely decisions are made
• Strong attention to detail
• Working knowledge of all Microsoft Office products
• Familiarity with Raiser’s Edge preferred

Working Conditions:
• Travel to meetings and events as necessary
• Work nights and weekends as necessary to attend meetings and events
• Must have access to reliable transportation and ability to travel to meetings or events at different locations
• Some heavy lifting may be required

Allocation of Time:
• 80% Event Management
• 15% Volunteer Management and Support
• 5% Other Duties as Assigned

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements.

Signature: _______________________________   Date: ________________