

**Job Description:**  
**Special Event & Volunteer Coordinator**

**Job Duties:**

- **Special Events Coordination**
  - Help with planning and execution of events including, site visits, proposed budgets, marketing strategies
  - Help with design and layout of invitations and marketing materials
  - Send out meeting reminders and minutes to committee members, take minutes during planning meetings
  - Generate letters to corporations and individual donors
  - Collect donations and put together goody bags for Golf Tournament
  - Organize items and set up for silent auctions
  - Work with volunteers on assigned tasks for specified events
  - Oversee event to ensure everything runs smoothly
- **Development Support**
  - Donor research
  - Work on Major Donor Campaign
  - Support creation of grant proposals
- **Volunteer Coordination**
  - Prepare and send out all volunteer related mailings
  - Keep a record of individual volunteer hours
  - Keep record of volunteer membership renewals
  - Complete and update volunteer directory
  - Attend volunteer board meetings
  - Record and organize volunteer survey results
  - Help to organize volunteer retreat
- **Management of Database**
  - Input gifts both cash and in-kind, new donor addresses, interested parties, newsletter mailing list
  - Complete donor reports as needed and at year end
  - Maintain upkeep of new addresses and changes in contact information

**Credentials:**

Bachelors degree required along with a minimum of 2 years special events planning experience. Computer literate. Compensation commensurate with experience.

Please submit resume with salary requirements to [mfrancis@thecni.org](mailto:mfrancis@thecni.org)

No phone calls please.

