

**Angels' Arms is seeking an Events and Volunteer Coordinator to assume responsibility for the planning, coordination, and execution of all internal and external fundraising events and to also oversee, recruit, engage, train, and schedule volunteers.**

**Events Responsibilities:**

- Plan, manage and execute existing and new fundraising events from concept to completion
- Prepare, monitor, and manage event budgets
- Spearhead sponsorship solicitation with the Development Department
- Manage fundraising event volunteer groups and committees
- Assist Marketing team in event promotion including invitations, flyers, AD's, social media calendar, and more
- Supervise and attend special events, at times requiring evening and/or weekend work

**Volunteer Responsibilities:**

- Develop, promote, and maintain all volunteer opportunities within the organization
- Serve as a direct contact for volunteer inquiries
- Coordinate individual and group volunteers for all opportunities
- Supervise or coordinate the supervision of volunteers
- Update volunteer opportunities via [angelsarms.org](http://angelsarms.org) Volunteer page
- Evaluate and identify new volunteer opportunities within the organization
- Develop a program to recruit, train, and retain volunteers
- Maintain regular communication with potential and existing volunteers
- Collaborate with Maintenance Manager to identify volunteer opportunities
- Coordinate recognition efforts to thank and recognize volunteer commitment|
- Tracking volunteer information, hours, and schedules
- Maintain accurate records and provide timely activity reports on volunteer participation
- Meet with and support volunteer groups and committees
- Work with companies and organizations orchestrating volunteer drives

**Qualifications, knowledge, skills, and abilities:**

- High School diploma or equivalent required
- Bachelor's degree preferred
- Prior experience planning nonprofit events preferred
- High level of proficiency using all Microsoft Office applications
- Experience with Donor/Event Database application preferred
- Online fundraising knowledge is a plus

- Must be able to communicate clearly and effectively
- Ability to prioritize multiple projects
- Strong time-management and organizational skills
- Ability to work independently and take initiative on projects and tasks
- Ability to adapt to changing organizational needs, conditions, and work responsibilities
- Familiarity with the importance of teamwork (promoting cooperation and commitment within a team to achieve goals and deliverables)
- Ability to effectively build relationships with foster families, volunteers, vendors, donors, and co-workers.

**Salary range:**

\$35,000-\$38,000, plus health insurance and retirement benefits

**Start date:**

January 4, 2021

**To apply:**

This position is based out of the Angels' Arms office in South St. Louis County. To apply, please send a cover letter, resume, and three professional references to [admin@angelsarms.org](mailto:admin@angelsarms.org).

*No telephone calls, please.*

**Information about Angels' Arms:**

Arms is a 501(c)3 non-profit organization based in St. Louis, MO, and is dedicated to providing and supporting loving homes for foster children by keeping brothers and sisters together within a nurturing family until a forever home is found. For more information, visit [www.angelsarms.org](http://www.angelsarms.org).

*Angels' Arms is committed to creating a diverse environment and is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.*