



Big Brothers Big Sisters of Central Iowa

Event and Volunteer Management Coordinator

The Events and Management Coordinator plans and executes special fundraising events for Big Brothers Big Sisters of Central Iowa (BBBSCI). The position provides expertise, guidance and oversight of multiple events and is accountable for helping to achieve sponsorship and fundraising goals. As a member of the Fund Development team, the position will work closely with the Fund Development Director, volunteers, and other partners to organize and executive details of BBBSCI events. In addition to managing events portfolio, the position contributes to the growth of current events and the creation of new events, as well as volunteer management for these events. Responsible for the following events, but not limited to: Bowl for Kids' Sake, Match Makers Breakfast, Adopt-a-Family and Big Shots Golf; as well as support for any/all fundraisers.

Reports to: Development Director

Essential Duties/Responsibilities (Required duties include, but are not limited to the following)

- Coordinates, organizes and manages events to ensure they stay on schedule, within budget while meeting all revenue goals.
- Achieves event net income targets by operating within pre-approved budget and expense management guidelines.
- Coordinates BBBSCI Employee United Way Campaign.
- Maximizes net income potential by soliciting and securing sponsorships, donations, and in-kind gifts.
- Oversees event committees, match-activity committee, and YP advisory committee. This includes developing goals and objectives for committees, set and attend committee meetings and create meeting minutes.
- Ensures implementation of data collection for each income activity including income/expense records and donor/volunteer information.
- Successfully develops and maintains key relations with community businesses, community leaders and high potential volunteers on event committees.
- Cultivates a strong volunteer constituency. Oversees the recruitment, training and mobilization of event volunteers, and partners with volunteer committees in

- planning and executing events. Secures volunteer commitment through volunteer development and recognition.
- Develops successful strategies for increasing event participation, revenue growth, community awareness and volunteer engagement.
 - Assists with development of marketing collaterals, brochures and fundraising support materials.
 - Works in a team environment to effectively represent BBBSCI and its mission in the community.
 - Attends all evening and weekend meetings and/or events as required.
 - Any additional duties assigned by the Fund Development Director and/or CEO.

Qualifications

- Bachelor's degree from an accredited College or University.
- 2-5 years of fundraising, event management, or sales experience (preferably in a non-profit environment).
- Experience recruiting, training and leading volunteers.
- Excellent communication, interpersonal and leadership skills.
- Demonstrated team player with strong collaboration and conflict resolution skills.
- Skilled in MS Office Suite (WORD, Excel, PowerPoint), Internet proficient and capable of learning proprietary databases, such as Donor Perfect.
- Superior organizational skills, with proven project management abilities.
- Ability to prioritize and handle multiple projects, work under pressure, meet deadlines, problem solve and work independently.
- Pass Department of Criminal Investigation, Department of Transportation and Child Abuse Registry background checks according to organization's standards.
- Possess a valid (United States) driver's license.
- Able to lift 25 – 30 lbs and perform basic set up and take down of event equipment.
- While performing the duties of this position, will occasionally be required to stand, walk, sit, climb stairs, stoop or kneel. Some of the duties will be performed outdoors in varying climate and conditions.

Please email resume and cover letter to Tony Leo at tleo@bbbsia.org.