

Job Title	Event and Volunteer Associate	Department	Development
		Reports to	Director of Events and Donor Relations

General Description

The Event and Volunteer Associate assists with events, underwriting of events, and volunteers, as well as provides general support to the development department.

Responsibilities
Events and Underwriting

Supports and assists in coordinating the necessary elements for events across departments as assigned by the Director of Events and Donor Relations, and assists with event underwriting solicitations. Events include, but are not limited to, the annual gala, golf tournament, post-concert receptions, KBC and VCC donor events, competition opening and closing dinners, competition mid-week party, board meetings, executive and finance committee meetings, other board committee meetings, and Van Cliburn Advisory Council meetings.

- Underwriting – coordinates and assists with requests, both cash and in-kind.
- Guest lists – manages lists, takes replies, calls and emails guests, and maintains accurate guest count.
- Invitations – prints, stuffs, stamps, and mails.
- Production – coordinates elements of event production as assigned, such as deliveries, vendor management, set-up and strike.

Volunteers

Supports and assists with coordinating a wide range of volunteer opportunities.

- Writes volunteer opportunity descriptions.
- Develops and manages volunteer procedures and systems.
- Maintains accurate volunteer records in the database, and provides timely statistical and activity reports on volunteer participation.
- Recruits volunteers by attending recruiting events and developing constituent relationships.
- Matches volunteers with available opportunities.
- Assists with volunteer communications, such as responding to inquiries and emailing shift reminders.
- Arranges and/or conducts volunteer orientations and training.

Donor Relations

Supports the development department in enhancing relationships with donors and board members.

- Coordinates board relations initiatives, including birthday and sympathy cards. Tracks board giving, and assists with board contribution statements and invoicing.
- Coordinates donor initiatives as assigned, such as donor birthday and sympathy cards.

General Support

- Provides administrative support, such as expense tracking, document filing, copying, and printing.
- Assists the database manager with Raiser's Edge data entry and record maintenance.
- Assists with development mailings, including printing, stuffing, stamping, and mailing.
- Provides office administrative support as needed during staff absences, such as answering phones.
- Assists finance staff with staff events, such as staff holiday party and staff birthday luncheons.
- Performs other duties as determined by Director of Events and Donor Relations.

Education, Experience, and Attributes

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| <ul style="list-style-type: none"> • Bachelor's Degree required • 1–3 years of event experience preferred • Volunteer experience either as a volunteer or working with volunteers | <ul style="list-style-type: none"> • Database experience preferred • Ability to multi-task in a fast-paced environment while maintaining strict attention to detail | <ul style="list-style-type: none"> • Accountable, consistent, self-regulated, conscientious, and collaborative |
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*** Committed to the mission of the Cliburn. ***