

TITLE: Event/Volunteer Coordinator
DEPARTMENT: Development
REPORTS TO: Director of Development

SUMMARY OF POSITION

Incumbent will join the Development Department in implementation of Bethesda Mission's fundraising and public relations efforts. Will be involved in a number of areas supporting the development team ultimately increasing public awareness and community involvement in Bethesda and its mission. The incumbent has primary responsibility for events and for the recruitment, training and encouragement of individuals and groups who serve the Mission in a volunteer capacity.

SPECIFIC DUTIES AND RESPONSIBILITIES

1. Assists in planning, organizing and implementing fundraising, awareness and cultivation events as assigned. Researches, recommends and manages additional fundraising events. Calculates budgets and ensures they are adhered to. Conducts pre- and post-event evaluations and reports on outcomes. Works with Communications Specialist to increase both staff and public engagement in events.
2. Responsible for re-energizing our B4B (Businesses for Bethesda) Program. This includes building relationships with business leaders and securing sponsorships, volunteer groups, donations and advocates.
3. Cultivates new church relationships and builds on current ones to further engage them in event participation, volunteer opportunities, mission needs and develop a sense of community.
4. Recruits, motivates and nurtures the Mission volunteers, including periodic contact, follow-up and recognition. Supervises volunteer activities before, during and after events.
5. Maintains an ongoing volunteer recruitment/tracking management system.
6. Works with program leadership to place volunteers in positions most likely to maximize job satisfaction and ensures that sufficient orientation and training is provided to support a viable volunteer work force.
7. Performs other duties and responsibilities as assigned.

QUALIFICATIONS

1. Provides a biblically sound testimony of having accepted Jesus Christ as Lord and Savior and leads a life worthy of that profession. Actively engages in private and corporate prayer, Bible Study, regular church attendance, and holy living.
2. Agrees with and carries out responsibilities in accordance with the Mission's policies that are included in the Bethesda Mission Directives, the Bethesda Mission Code of Conduct, the Bethesda Mission Statement of Faith, Value Statement and Narratives, and the Mission Statement.
3. Committed to serving the poor and homeless.
4. Presents a history of stable and responsible employment.
5. An Associate's Degree is preferred with two or more years of experience in fundraising, event planning or donor cultivation.
6. Demonstrates excellent organizational, communication and time management skills.
7. Ability to manage multiple projects independently.
8. Demonstrates an enthusiastic and energetic attitude, one who is a self-motivator and initiator.
9. Ability to work as part of a team atmosphere and independently with minimal direct supervision toward meeting assigned responsibilities and overall goals.

PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this internship. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Works in office areas as well as throughout the facility and travels to other Mission facilities and surrounding locations as required. Sits, stands, bends, lifts up to 35 pounds, and moves intermittently during working hours. Interacts with staff, visitors, etc., under all conditions/circumstances. May be required to work extended periods of time at a computer requiring repetitive motion.