



**POSITION:** Development Associate – Special Events, CRM, and Volunteer Coordinator  
**DEPARTMENT:** Advancement  
**REPORTS TO:** Director of Philanthropy and External Affairs  
**CLASSIFICATION:** Full-Time

**SUMMARY:** The Development Associate-Special Events, CRM and Volunteer Coordinator is the key lead for special events, from inception to execution. S/He understands the process and steps necessary to provide leadership and project management to special events to help maximize ROI. This includes, but is not limited to securing sponsorships, ticket sales, securing auction items, working with volunteer committee, promoting the event, working with vendors, as well as post-event follow up and reporting on ROI.

S/He will oversee the Volunteer program, recruitment, maintenance and record keeping. Assist program staff to determine need; advertise on Volunteer Match and other platforms.

The Development Associate will also be responsible for the organizational donor CRM - Donor Perfect. Data entry, maintenance, and reporting. Assist with the management of high-quality data and includes but is not limited to adhering to naming conventions, data processing, report writing, and generating mailing lists.

The Development Associate will also assist Director of Philanthropy and External Affairs and Advancement team with organizational networking and outreach as it relates to special events and volunteer recruitment and recognition. Expectation to attend networking and outreach events.

**DUTIES AND RESPONSIBILITIES:**

**Special Events**

- Research and evaluate various venues for potential events, including capacity, food/beverage and set up.
- In partnership with the Director, develop event management plans for at least three special events.
- Work with Director on major gift event for the Lee M. Burkey, Sr. Society.
- Plan, design and produce special events while managing all project delivery elements within stated time limits.
- Coordinate and solicit sponsors for special events. Assist in producing sponsorship materials.
- Coordinate and solicit businesses and individuals for silent auction items for events. Maintain relationship with current businesses and search and identify new vendors for auction items.
- Coordinate all gift acknowledgements for the annual fund, major gifts, special event and any campaign and appeals.

**Donor Database**

- Responsible for maintaining the department’s database.
- Responsible for entering all donations related to special events.

- Responsible for all reports needed for special events to show past attendees, revenue/expenses and analysis.
- Responsible for all reports and lists needed for donor appeals, mailing labels, revenue reports.
- Assist Development Associate – Grants and Annual Fund with donor analysis.

### **Networking and Community Outreach**

- Assist in identifying networking and outreach opportunities in our service areas for special events and volunteer opportunities.
- Represent Aging Care Connections through various memberships and civic organizations as well as agency presentations, accordingly.
- Attend networking and outreach to promote organizational and program special events. Expectation to attend networking events, some of which may be hours out of the normal work day (evenings, weekends)
- Works with Marketing Contractual staff to help promote special events and volunteer opportunities via social media platforms.

### **QUALIFICATIONS & REQUIREMENTS:**

Education: Bachelor's degree required.

Experience: A minimum of two years' experience working with a community-based nonprofit working with special events and donor database management. Volunteer experience is a plus. Car required.

Knowledge, Skills and Abilities:

- A passion for working with older adults and social services.
- Familiarity with donor database systems. Donor Perfect knowledge is preferred.
- Familiarity with Mail Chimp or Constant Contact
- Strong attention to detail AND project management skills A thorough and complete knowledge of all aspects of gift processing and gift acknowledgments.
- Excellent writing, communication and proof-reading skills.
- Experience with Donor Perfect is preferred, and ability to learn system to enter grant information.
- Highly organized, energetic and creative thinker.
- Capable of working on more than one task at a time.
- Ability to work effectively with a team, a team player attitude.
- Ability to be flexible with work schedules as they may change depending upon the project.
- Proficiency in Microsoft Office and Excel. Canva a plus!
- Ability to work outside standard work hours, attending fundraising events, and other meetings and events when necessary.