



Delta Gamma Center for Children
with Visual Impairments

Special Event and Volunteer Coordinator

We are looking for a self-starter with a passion to grow financial and volunteer resources to support critical services for children and families. We need someone who can bring a diverse team together and motivate them to plan and create fun and inspiring events. Someone who can capture the hearts and minds of event goers and volunteers - engaging those new to the organization and those who have passionately supported the organization for 66 years.

Are you a planner who can map out the steps to success and follow through making sure every detail is perfect? Are you creative, adaptable and quick on your feet?

This is a great opportunity for a proven professional with experience with events and volunteers.

POSITION SUMMARY

The special event and volunteer coordinator is part of a team that identifies, cultivates, solicits, and stewards the financial and volunteer resources needed for the organization to achieve its mission. The special event and volunteer coordinator will have primary responsibility for event and volunteer management and support other development activities to meet the annual goals for fundraising and volunteer recruitment and retention. In this role, the special event and volunteer coordinator will be responsible for the following:

RESPONSIBILITIES

Events Management (60%)

- Works with the director or development to create and implement an annual plan for fundraising and stewardship events; manages event planning and logistics; leads teams of staff and volunteers to execute plans
- Designs an inspiring, successful experience for every event; prepares detailed work plans to support financial and nonfinancial goals for fundraising, stewardship and community engagement events
- Recruits, manages and stewards volunteers involved in event committees, and pre- and day-of event planning and execution
- Supports the cultivation of sponsors and in-kind donors, event chairs and hosts

Volunteer Management (25%)

- Serves as the point-person for volunteer engagement; oversees recruitment through retention working in collaboration with development, marketing and program staff

- Leads the creation and implementation of a targeted volunteer recruitment and retention plan to meet annual goals for support of program, fundraising and administrative needs
- Directly responsible for the recruitment, orientation, recognition and retention of all development, program and administrative volunteers

General Development Support (15%)

- Support other development activities as needed

QUALIFICATIONS

- Bachelor's degree or equivalent professional experience in business, marketing, communications, sales or related field
- 2-3 years professional experience; nonprofit development, event and/or volunteer management experience preferred
- Excellent interpersonal communication and writing skills; ability to professionally represent the organization in a variety of settings
- Pursues everything with high energy, optimism and a positive attitude, is driven to achieve stated objectives and to deliver the optimal donor, volunteer, and guest experience
- Demonstrated ability to work in a fast-paced ever-changing environment meeting strict deadlines while maintaining superior attention to detail; is a creative problem-solver with the ability to remain calm and gracious when managing challenges
- Ability to work cooperatively across departments and lead volunteer committees to achieve shared goals, showing diplomacy and flexibility when there are conflicting opinions; supporting other people's performance to achieve the best possible results
- Strong computer/technology skills including proficiency with Microsoft Office Word, Excel and Outlook and experience with data management and online tools; experience with donor, volunteer and/or events management systems preferred

REPORTS TO

Director of Development

TERMS OF EMPLOYMENT

- Full-time (37.5 hour work week) with some evening and weekend hours
- Must have a car and maintain a valid driver's license, auto insurance and acceptable driving record
- Background check, drug screen and health certification completed upon offer of employment

- Must be physically able to lift or move 30-50 pounds; push/pull and lift equipment and supplies; and stand or sit for long periods

BENEFITS

DGCKids is an equal opportunity employer and offers benefits (according to employment classification), including:

- Medical, dental, short- and long-term disability and life insurance
- Defined contribution pension & tax-deferred annuity plans
- Paid time off: vacation, sick leave, personal time, holidays, winter (one week) and summer (one week) breaks
- Professional development opportunities
- Mileage reimbursement

THE DELTA GAMMA CENTER FOR CHILDREN WITH VISUAL IMPAIRMENTS

The mission of the Delta Gamma Center for Children with Visual Impairments (DGC) is to help children who are blind or visually impaired reach their full potential through family-centered, specialized services and community support. DGC is a private nonprofit organization located in Richmond Heights, in the central corridor of St. Louis, Missouri, serving families within a 50-mile radius in Missouri and Illinois.

Founded in 1951, DGC provides comprehensive home and community-based early intervention services for children from birth to three years of age and their families. Our teachers and therapists address the complex needs of our clients through a team-based, holistic approach.

In addition to early intervention services, families of children of all ages find reassurance and valuable resources through individual and group family support services. Children ages three through high school participate in our group recreation and developmental support program, designed to develop social and independence skills and participation in community activities.

DGC also provides vision screening services throughout the service area to infants and preschoolers for early detection of vision issues as well as community engagement initiatives directed at increasing acceptance, inclusion and accessibility.

Learn more at www.dgckids.org.

To apply, email a resume and cover letter to employment@dgckids.org.