



Job Posting

Title of Position: Special Projects Coordinator
Reports to: Executive Director
Full time, salary grade 2, \$35,000 annual salary, exempt

Summary of Position: Manage special projects and events for Greater Cleveland Volunteers.

Event Management Responsibilities:

- Plan annual volunteer recognition event, major fundraising event, various smaller fundraising and outreach events, and donor appreciation event.
- Identify date, time, location, theme, menu, entertainment, awards or activities that occur at each event.
- Secure contracts with venues, caterers, entertainment for events.
- Create and send invitations.
- Record reservations.
- Create printed program for larger external events that includes recognition of sponsors, advertisers and honorees.
- Provide information about events to Communication Manager for publicity.
- Provide information about events to Development Director so sponsorships can be solicited.
- Provide staff support to event planning committees- recruit additional people to serve, schedule meetings, prepare meeting materials, support committee chair.
- Work with Development Director to plan fundraising events and attend development committee meetings to report on such events.
- Oversee office volunteers that assist with administrative tasks related to events including mailings, record keeping, data entry.
- Keep track of expenses for each event and stay within budget.
- Attend events and serve as point person in charge.

Special Projects Responsibilities:

- Assist Executive Director with details of planning board meetings- take reservations, arrange venue and catering and assist at meetings.
- Assist Executive Director in planning annual staff retreat, office holiday party, and other smaller events for staff and office volunteers.
- Coordinate all bulk mailings- schedule and supervise volunteers that assemble mailings, prepare mail and paperwork according to post office regulations.
- Assist Executive Director with other projects as needed.

Qualifications:

Bachelor's degree; minimum of three years of experience planning successful events; possess excellent written and verbal communications skills; ability to multi-task, keep organized, and demonstrate careful attention to detail; proficiency in all Microsoft Office programs; valid driver's license and automobile insurance and access to an automobile during working hours; ability to work occasional evenings and weekends. Previous experience working at a nonprofit organization preferred.

Interested candidates should send a resume and cover letter via email to:
Joy Banish, Executive Director, jbanish@greaterclevelandvolunteers.org

Greater Cleveland Volunteers