

MARCH OF DIMES FOUNDATION

JOB IDENTIFICATION

Job Title: Special Events Coordinator-Temporary

Chapter: MICHIGAN

JOB PURPOSE

The Special Events Coordinator position is accountable for coordinating existing fundraising events within the Division through volunteer committees, planning, organizing and implementation. The Special Events Coordinator acts as liaison between March of Dimes, its volunteers, and the local community in which it serves by recruiting volunteer participation, corporate participation, and sponsorship within that community.

The position reports to the Division Director.

* **Please note:** This position is a Part Time position.

<u>RESPONSIBILITIES AND FUNCTIONS (Accountabilities)</u>
Plans and implements special events as assigned to promote the mission of the March of Dimes.
Recruits volunteer committees to plan and work on events; educates volunteers on the March of Dimes mission for the purpose of gaining and retaining their commitment.
Provides leadership, training and support to event committees to ensure success.
Serves as staff liaison between event committees, chapter and Executive Committee.
Records and completes necessary data entry and administrative tasks as needed
Solicits sponsorship for events to underwrite costs.
Procures in-kind donations, prizes, plaques, awards, printing for the purpose of lowering fundraising costs.
Oversees logistics of events.
Work with program staff and volunteers to ensure that every event contains program content to enhance the knowledge of the audience and general public regarding the March of Dimes mission, programs, special services and benefits for mothers and babies.

COMPLEXITY OF DUTIES AND AUTHORITY

Duties: Duties are somewhat complex and broad in nature. They require a thorough understanding of the principles, concepts and methodology common to this profession and demonstrated skill in applying this knowledge. Job accountabilities are broadly established.

POSITION SCOPE

Scope: Implements operational activities or projects (e.g. events, programs, initiatives, etc.) as a fully skilled professional. Participates in recommending standards and procedures.

EDUCATION AND EXPERIENCE

Previous Experience: Up to three years of experience preferred.

Education: Bachelor's degree or equivalent preferred

Type of Experience, Knowledge/Skills, Traits/Characteristics: Computer skills, especially Word and Excel; verbal and written communications skills; sales and marketing, volunteer management and development experience, and time management preferred. Detail oriented, adaptable, organized and able to successfully manage multiple projects and tasks.

* Please note: This position is a Part Time position.

Special Events Coordinator, EOE

To apply for this position, please email a resume to Laura Smith at laus852@kellyservices.com or call (269) 962-8541. Please do not contact the March of Dimes Office.