



Events and Volunteer Coordinator

Overview: Beyond Housing exists because home matters. We begin with actual houses and housing preservation, focusing on quality and stability to give people a place to start. But there is more to a home than the house a home is about the life that happens in and around the house, as well as the life that fuels and draws out the best of the people within it. That life, in turn, is shaped by the community, its influences, its structures, and the people and dynamics that define it.

Beyond Housing helps entire communities become better places to live. We engage where we're needed, focusing on building consensus among leaders, providing and preserving housing, fostering community structures that shape lives, and guiding systems that make people's lives better.

We lead with vision for what a community can be. Every community is different, but thriving communities tend to share the same basic set of positive traits regarding housing, safety, education, health, infrastructure, and access to basic human services.

We bring together leaders and resources, volunteers and citizens, and pursue a wide assortment of creative approaches to build stronger, healthier communities for life.

Finally, we are community builders, not kingdom builders. "It's their neighborhood, future, & dreams". Our objective is to help build and contribute the good things we do for the sake of adding value to the lives of the people we're honored to serve.

Position: The Events and Volunteer Coordinator is responsible for planning and managing multiple fundraising events and initiatives to ensure department goals are achieved. They will work with an events consultant to support Beyond Housing's major events, as well as implementing a range of smaller events. They are also responsible for recruiting volunteers, planning projects, overseeing work on-site, and cultivating positive relationships with volunteers. The ideal candidate will be organized and highly motivated, with an eye for detail and strong communication skills. The position requires a flexible schedule with some evenings and weekends.

Responsibilities include:

- In coordination with consultant, manage fundraising tasks related to Beyond Housing's 2 major fundraising events, e.g. sponsorships, in-kind contributions, and communication with donors.
- Organize approximately 8 smaller cultivation events (e.g., cocktail parties at board members' homes).
- Create project plans for events and coordinate team members.
- Organize and lead 40 annual volunteer groups/projects for 600 volunteers.
- Recruit and cultivate volunteers to encourage repeat volunteerism and additional forms of engagement, including becoming donors.
- Work with marketing on creation of collaterals and PR needs for events and initiatives.
- Maintain accurate records of upcoming and completed volunteer projects, as well as volunteer information, key group leads, hours completed, and projects.
- Provide reports and analysis on progress of all events and initiatives.

Preferred Experience and Qualifications:

- Bachelor's degree and a minimum of two years' experience in events planning and development.
- Demonstrated skills to effectively manage and prioritize multiple events or projects.
- Ability to work independently, in a team environment and in collaboration internally and externally.

- Experience with Microsoft Office applications, including Power Point, Excel, and Outlook.
- Excellent attention to detail, the ability to be flexible, manage and meet deadlines.
- Highly organized, self-starter with good interpersonal, problem-solving and analytical skills.
- Proficient in oral and written communication.

Personal Qualities:

- **Collaborative** -- A dynamic personality who is collaboratively minded, can recognize and identify strengths, seek consensus around mutual goals, and build meaningful relationships.
- **Creative and Curious** -- A systems-thinker and builder, who is not afraid to be innovative in designing solutions and has skills in articulating these ideas and concepts.
- **Methodical** -- Strong analytical, systems, and problem-solving skills to evaluate performance, prepare reports, and recommend/implement solutions using independent judgment. Ability to move from concepts to action.
- **Reliable** -- Leadership skills that reflect and value a team approach, demonstrated integrity, effectiveness, efficiency, and the ability to deliver high quality service. Highly capable of handling multiple tasks, projects and timelines.
- **Trusted** -- Ability to work with residents, partners, and staff of diversified backgrounds with a positive, optimistic, solutions-oriented attitude. Shares a deep respect for the community, its stakeholders and the residents that we serve.
- **Driven** -- Passion for the work and an interest in continuous learning and improvement.

Supervisor:

Director of Corporate and Foundation Relations

Salary and Benefits:

Full-time, salaried position with benefits for full-time position as determined in current Beyond Housing Employee Handbook.

Application Instructions:

Please send resume, cover letter, and salary requirements to HR@BeyondHousing.org by February 28, 2019. For more information on Beyond Housing, visit www.beyondhousing.org

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of all responsibilities, duties, and skills required. Beyond Housing is an Equal Opportunity Employer.

ADA – Beyond Housing is committed to furthering the purpose of the American with Disabilities Act (ADA). The company is always willing to consider reasonable accommodations, which may allow a disabled person to perform this or any other job. The **Summary of Physical Requirements** is a list of what we believe at this point to be necessary in order to perform the essential functions of the job.

Diversity & Inclusion Statement At Beyond Housing, we are committed to promoting **Diversity, Inclusion, and Equity** throughout our organization and culture. We strive to understand and appreciate the individuality of every employee and create a better place to work for all. We nurture a culture where everyone positively acknowledges equity through action and is aware, understanding, and appreciative of diversity.

Our vision is to go beyond simple tolerance and fully embrace the things that make each person unique. We recognize that our employees' differences support our ability to advance equity for the communities we serve. Further, we understand that equity is critical to the fulfillment of our mission to help entire communities become better places to live.