

JOY INTERNATIONAL

Position: Events and Development Coordinator
Reports to: Director of Development
Status: Non-Exempt, hourly
Hours: Part-time, average of 15 hours per week
Compensation: \$20-\$25/hour, based on experience
Part-time benefits, including pro-rated PTO and paid holidays, as indicated in the employee handbook

The Events and Development Coordinator is responsible for coordinating and either executing or leading volunteer teams to execute the organization's annual fundraising events and development campaigns per the organization's annual goals and strategic plan. The Coordinator will work closely with the Director of Development to develop resources, messaging, and strategy for successful fundraising to meet the organization's annual fundraising and development goals. This position also provides general administrative and clerical support to the JOY International team and office.

Key Result Areas:

Events and Development

Coordinate and execute or lead the execution of JOY International's fundraising events as outlined by the organization's annual goals and strategic plan.

- Provide oversight, leadership, and coordination for the JOY of Freedom Walks and similar fundraising events, monitoring tasks to be completed and goals to be accomplished by each event
- Maintain ongoing communication with events volunteers, acting as a liaison between JOY International and the volunteer fundraising team
- Develop standardized communications for events, including sponsorship letters, fundraising emails, and marketing materials, and work with volunteer coordinators to customize them as needed for each event
- Monitor and enter into the fundraising system all funds raised on behalf of each event
- Maintain inventory of fundraising materials and pack and ship necessary materials to events in a timely manner
- Ensure volunteers are adequately equipped and appropriately resourced to successfully execute fundraising events
- Maintain contact with volunteers and create and maintain a volunteer database
- Attend local fundraising events, as requested

Administrative Support

Provide administrative and clerical support to the JOY International team/office

- Retrieve and sort mail
- Receive donations through mail, scan to Google Drive, and deposit them into JOY's bank account

- Process all donations by entering into Donor Perfect and distribute donor receipts via email or mail in a timely manner
- Coordinate Dr. Brodsky's speaking engagements by e-mail or phone
- Manage Dr. Brodsky's daily calendar through i-cloud, consulting with him to prioritize meetings and travel to maximize impact
- Assist other team members in their programs as needed

Work collaboratively with JOY International team to fulfill the organization's mission.

- Responsible for leading in a manner that supports and guides the organization's mission as defined by the Board of Directors
- Responsible for communicating effectively with the Executive Director and Senior Leadership and providing, in a timely and accurate manner, all information necessary for Senior Leadership to function properly and to make informed decisions

Other duties as assigned by the Director of Development

Job Qualifications

- High School Diploma or College degree
- Excellent written and verbal communication skills
- Experience in administrative support
- Strong leadership abilities
- Proficiency in or willingness to learn various software programs crucial to the role, including but not limited to Qgiv, Donor Perfect, Google Drive, and iCal.
- Ability to operate standard office equipment
- Ability to be self-motivated and work independently
- Ability to present themselves in a warm and professional manner
- Works well with all types of people
- Ability to use discretion and maintain confidentiality
- Ability to be flexible and adjust plans accordingly
- Clean legal record

TO APPLY FOR THIS POSITION, PLEASE SEND A COVER LETTER AND RESUME TO
INFO@JOY.ORG