



BOYS & GIRLS CLUBS
OF BENTON AND FRANKLIN
COUNTIES

SPECIAL EVENT AND VOLUNTEER COORDINATOR

SUPERVISOR

Brandy Hickey
Chief Development
Officer

STATUS

Hourly, non-exempt

STARTING SALARY RANGE

\$58,376 to \$74,599
DOQ/DOE

ORGANIZATION DESCRIPTION

The Boys & Girls Clubs of Benton and Franklin Counties is committed to empowering all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens. Consistent with our values of Respect, Integrity, Stewardship, and Passion for Youth; we provide a broad range of programs and activities focused on our priority outcomes of Academic Success, Healthy Lifestyles, and Good Character and Citizenship. Boys & Girls Clubs of Benton and Franklin Counties began in 1995 and now serves over 2200 club members each year at multiple club locations. The Club is currently working with community partners to establish additional club sites in underserved communities.

ABOUT THE AREA

Tri-Cities is a community of over 250,000 residents located in the Columbia Basin, less than 200 miles from the Metropolitan areas of Seattle and Portland. Tri-Cities is a growing and stable community with major industries of agriculture, science/technology, and healthcare. Schools are highly rated and it continues to be recognized as a great place to live, work, and raise a family. Our area enjoys 275+ days of sunshine annually, with less than 10 inches of rainfall. Outdoor enthusiasts will enjoy easy access to boating facilities, hiking trails and more.

POSITION SUMMARY

The Special Event and Volunteer Coordinator will directly oversee planning and implementation of special events, as well as ensuring that volunteers are recruited, trained, and recognized for their work supporting the Boys & Girls Club. The Boys & Girls Club is currently poised, following successful completion of a Capital Campaign, to increasing visibility and donor perception in our community. Our Development team is incredibly successful, and we hope for this position to better support the great work of a highly successful team.

QUALIFICATIONS

- B.A. or B.S. in a field related to the mission of the organization is preferred. A combination of work experience and education may be considered.
- Demonstrated experience in motivating staff and volunteers to achieve organizational goals.
- Development experience is not required, but may be preferred. Of critical importance is strong event planning experience, strong people skills, and the ability to manage competing tasks. Applicants with out-of-industry experience are encouraged to apply.
- Ability to manage multiple projects and meet deadlines while maintaining a positive attitude.
- Strong computer skills required.
- Strong verbal and writing skills.
- Enthusiasm for mission and motivation to learn new skills on the job.
- Ability to work a varied work schedule including some nights and weekends.
- Must be able to lift and move objects as heavy as 40 lbs.
- Covid-19 Vaccination or medical or religious exemption.

JOB FUNCTIONS

- Take a lead role in special events planning and implementation including; A Dinner with Friends, Raise a Glass, Eerkes Memorial Golf Tournament, Great Day for Kids and other initiatives.
- Manage special event planning functions including vendor contracts, food & beverage, entertainment, invitations and guest lists, sponsorship structure, volunteer coordination, and all aspects of a guest experience.
- Work actively with fundraising committees, comprised of volunteers and staff, to ensure we are working towards a common goal of event success.
- Ensure that income and expenses of special events are tracked accurately and reported to key leadership in a timely fashion.
- Manage and track events and volunteers using a donor management system, currently DonorPerfect.
- Take a lead role in a volunteer engagement program including recruitment, onboarding, and recognition.
- Engage program staff to assess needs and evaluate volunteer effectiveness.
- Serve as staff liaison, along with the Executive Director, to all resource development committees/task forces.
- Support all aspects of Development work, with a special focus to supporting team member in special projects.

- Assist in other areas as needed.

APPLICATION PROCESS

Position inquiries via phone and e-mail are acceptable. Please submit a cover letter as well as a full resume and references to brandy.hickey@greatclubs.org.

Boys & Girls Clubs of Benton and Franklin Counties is an Equal Opportunity Employer.

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