



Affiliate Fund Event and Volunteer Coordinator

Position Description

The Affiliate Fund Event and Volunteer Coordinator is primarily responsible for planning, organizing, and coordinating the fund activities and volunteer efforts of Akron Community Foundation's Affiliate Funds, with a portion of their time dedicated to the Women's Endowment Fund. Responsibilities include broad-based event fundraising, volunteer management, staff support, and extensive community interface. This position reports to the Affiliate Fund Engagement Manager.

Personal Characteristics

The Affiliate Fund Event and Volunteer Coordinator has strong interpersonal and organizational skills. They are confident and assertive yet approachable when dealing with coworkers, community leaders and external constituents. They offer solutions, readily collaborate, and seek guidance when needed. They meet deadlines and are disciplined, detailed oriented, and a team player.

Key Responsibilities

This position will focus on the management of the relationships between the foundation and all Affiliate Funds, acting as the internal liaison to the volunteers for events and annual operations. The Affiliate Fund Event and Volunteer Coordinator will work closely with the Affiliate Fund team to ensure the goals and objectives of each fund are met.

- **Development and Foundation Support**
 - Work with Affiliate Fund chair(s) and foundation staff to develop the annual calendar of support, in timeline format.
 - Manage and oversight of Affiliate Fund deadlines related to specific tasks needed for foundation support.
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 - Complete for all activities and events one year in advance.
 - Produce and maintain donor lists as needed for marketing materials
 - Assist in maintenance of FIMS record keeping systems, related to Affiliate Fund volunteer and donor information (addresses, contact info) and affiliation codes.
 - Interface with business and community organizations to promote and represent ACF at Affiliate Fund functions.
 - Set up and attend a variety of meetings, appointments, and conferences for Affiliate Funds. Meetings and events may take place outside of standard business hours.
 - Effectively communicate with volunteers, donors, and community members. Present and promote the foundation to the staff and public in an effective and professional manner.

- Fundraising Activity Support
 - Act as the liaison to ACF and assist in the coordination of the planning, organizing, and implementation of fundraising activities of the Affiliate Funds, including fundraising efforts, event management and volunteer management.
 - Ensure all Affiliate Fund materials and tasks needed to execute events are managed for the foundation. Act as the internal coordinator for list maintenance, finance, and compliance of all local, state, and federal codes and regulations and ACF regulations and policies.
 - Assist in planning, identifying, and executing an ongoing stewardship program of donor identification, cultivation, solicitation and recognition.
 - Provide direction and support to the Affiliate Fund Advisory Boards, the Affiliate Fund Engagement Manager and the assigned ACF VP to the fund.
 - Assist in preparing and tracking the annual operating budget for the Affiliate Funds.
 - Manage the online portals for each fund.
 - Work with chairs and ACF staff to schedule advisory council meetings.
 - Assist event committees with the preparation and submission of yearly budgets and applications.
 - Manage event registration lists and site.
 - Printing of event needs (such as signs, name tags, registration sheets, etc.)
 - Engage volunteers and advisory members in assistance with administrative projects.
 - Coordinate volunteer assistance with event-related activities/responsibilities.
 - Adhere to timeline activities to ensure timely and proper execution of work through timely reporting to Affiliate Fund committees of event registrations and sponsorships received at the community foundation, processing contracts and invoices for events, and assisting in the development of event sponsorship packets and invitation lists.
 - Facilitate one annual year-end appeal solicitation mailing for each fund.
 - Perform other related job duties as assigned.

- Women's Endowment Fund (WEF) Support
 - 25% of time will be dedicated to these key responsibilities for the WEF:
 - Creating agendas for WEF meetings
 - Coordinating the planning, organizing, and implementation of operations and activities of the WEF, which includes fundraising efforts, event management, sponsorships, timeline creation, committee management and online portal management of document storage and access.
 - Coordinating and directing WEF activities and events.
 - Providing staff support to the WEF Advisory Board, including preparing agendas and researching and collecting data and materials.
 - Performing other related job duties as assigned – keeping within the 25% time allotment.

Knowledge, Skills and Experience

- Commitment to the foundation's values
- Experience with and dedication to a high level of customer service

- Strong written and verbal communication skills
- Ability to manage multiple deadlines and tasks efficiently and effectively
- Ability to work with a team to develop an idea and see it through to completion
- Excellent computer skills – in particular a knowledge of Word, Excel, database systems, internet research, as well as the potential to master new software programs
- Willingness to handle flexible hours, including some evening and weekend work
- Demonstrated commitment to philanthropy and community service
- An exhibited positive attitude, reliable, self-motivated, organized and detail oriented
- Ability to prioritize work and quickly identify when projects need urgent attention
- Timely work ethic and the ability to work with diverse groups of people
- Ability to discreetly handle confidential information such as contribution data and other related correspondence
- Other duties as assigned

Education and Experience

- Bachelor's degree or higher in an applicable discipline and minimum of 3-5 years of experience in fundraising, volunteer or event management.
- Extreme attention to detail
- Ability to manage multiple projects simultaneously
- Strong math skills
- Ability to create written documents, letters, and reports with little oversight
- Ability to plan and organize work and the work of others and to hold yourself and others accountable

Akron Community Foundation is an equal opportunity employer and offers competitive salaries and a comprehensive benefits package. Please send cover letter and resume with references to De Shawn Pickett at dpickett@akroncf.org by Friday, June 3.