JOB TITLE: Special Events and Volunteer Coordinator

Reporting to the Development and communications Director, the Special Events and Volunteer Coordinator organizes and provides support and leadership to all Alzheimer's Association Utah Chapter special events.

ABOUT THE ALZHEIMER’S ASSOCIATION:

The Alzheimer’s Association is the leading voluntary health organization in Alzheimer’s research, care and support. Our mission is to eliminate Alzheimer’s disease through the advancement of research; to provide and enhance care and support for all affected; and to reduce the risk of dementia through the promotion of brain health. Our vision is a world without Alzheimer’s.

POSITION RESPONSIBILITIES

Under general supervision of the Development and Communications Director, the Special Events and Volunteer Coordinator manages and handles administrative tasks for the major annual events (Memory Walk and Gala) as well as other Association events, such as community briefings, cultivation events, education conferences and third party events. Responsibilities include, but are not limited to:

- Develop proficiency and manage data in Kintera.
- Manage information in other databases or spreadsheets, including Excel, etc.
- Develop proficiency and manage event planning software.
- Provide appropriate software support for events
- Coordinate all aspects of Memory Walk throughout the state including:
  - Manage and provide support for Memory Walk committees, subcommittees and volunteers;
  - Monitor Memory Walk budget and assure that spending is within approved guidelines;
  - Solicit corporate sponsor participation;
  - Collaborate closely with volunteers;
  - Identify tracks and assign volunteer roles and responsibilities;
  - Provide oversight to assure timely processing and acknowledgement of all gifts received through Memory Walk effort;
  - Coordinate and oversee marketing efforts for Memory Walk, including articles for the Chapter newsletter, placement of information on relevant online and print calendars and fielding calls and media inquiries.
- Coordinate all aspects of Salt Lake Annual Gala, including:
  - Manage and provide support for Gala planning committee, subcommittees and volunteers;
  - Monitor Gala budget and assure that spending is within approved guidelines;
  - Solicit individual and corporate sponsor participation and manage volunteers’ solicitation and efforts;
  - Coordinate Gala volunteer participation; Identify and assign volunteer roles and responsibilities;
  - Provide oversight to assure timely processing and acknowledgement of all gifts received through Gala effort;
  - Coordinate and oversee the marketing efforts for Gala, including articles for the Chapter newsletter, relevant media placement and fielding calls/media inquiries;
- Support Regional Managers/Coordinators in Gala or similar events outside of the Salt Lake City metropolitan area;
- Under the Direction of the Development and Communications Director, coordinate all aspects of community briefing, including:
- Monitor event budget and assure spending is within approved guidelines;
- Ensure smooth integration with National Association and Chapter guidelines and standards;
- Provide oversight to assure timely processing and acknowledgement of all gifts received;
- Coordinate and oversee the marketing efforts including articles for the Chapter newsletter and fielding calls and media inquiries

- Coordinate all aspects of volunteer program, including:
  - Oversee the recruitment, hiring, training and scheduling of volunteers;
  - Establish and manage committees and sub-committees to support special event efforts;
  - Identify roles and create volunteer job descriptions with respect to special events;
  - Document and log volunteer hours and report hours to Development and Communications Director;
  - Develop and implement appropriate work plans for special events;
  - Collect and manage feedback from volunteers with respect to special events and share feedback with Development and Communications Director;
  - Ensure volunteers positively and consistently represent the Association in the community;
  - Ensure that volunteers meet the needs of the Association;
  - Communicate regularly with volunteers in person and via email and phone;
  - Develop appropriate volunteer recognition, appreciation and incentive strategy;

- Under the direction of the Development and Communications Director, coordinate all aspects of additional events, such as community lectures, presentations, educational conferences, etc., as they arise;
- Learn appropriate internal accounting procedures;
- Provide organizational budget recommendations with respect to special events;
- Prepare correspondence as appropriate in a timely manner
- Track and monitor progress of events through software programs
- Assure that requested reports are submitted on a timely basis
- Maintain events calendar
- Process mail merge mailings to attendees, sponsors, and others
- Prepare recognition letters to sponsors
- Complete reports and maintain statistics on donor software database;
- Other duties as assigned.
MINIMUM QUALIFICATIONS:

Education and Experience:
Bachelor’s degree or 4 years equivalent work experience, demonstrated ability to organize multiple projects, work with multidisciplinary team, excellent writing skills; ability to exercise discretion in managing and executing responsibilities.

Skills:
Must maintain confidentiality at all times; demonstrated ability to work independently and as part of a team; ability to exercise sound judgment; ability to critically evaluate a problem or issue and come to an agreeable resolution; ability to communicate effectively in writing and in speech; ability to multi-task and prioritize daily tasks; ability to meet deadlines. Intermediate to advanced Microsoft Office skills required (Word, Excel, Outlook, PowerPoint).

Working Conditions:
Work is carried out under normal office working conditions. The ability to work under stress from time to time is essential, as deadlines will be established and expectations to meet deadlines will be set. Additional hours may be necessary during final weeks before main annual events including Memory Walk and Gala, among other events. Car And current Utah Drivers License required.

Contact:
Frequent phone, email, and face to face contact with individuals within and outside the organization requires reasonable tact, discretion, and self-expression. A working knowledge of the Association and the programs it provides is necessary.

Physical Requirements:
Physical exertion includes bending, walking, pushing, lifting, and standing.

Salary:
Competitive salary and benefits package.

This job announcement will remain open until filled.

No phone calls. To apply, please submit an electronic resume, names of three references with contact information and salary history beginning in 2000 to:

Melissa Lee
Alzheimer’s Association Utah Chapter
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