



of Memphis

## Development Coordinator- Events and Volunteers

**Girls Inc. of Memphis is on the GROW to inspire more girls to be strong, smart, and bold! We seek youth development professionals who are passionate and committed to equipping girls ages 6-18 to find their voice and experience their power. Join our fast-paced, mission-driven, girl-focused, inspired team as we work to fulfill our vision- Empowered girls in an equitable Memphis!**

**Learn more- [www.girlsincmemphis.org](http://www.girlsincmemphis.org)**

### **JOB PURPOSE:**

To plan and implement a comprehensive annual events calendar to achieve designated fiscal year revenue goals. Lead annual events plan to include: two large special events to include the celebration luncheon; donor engagement events such as monthly tours, quarterly town halls, board intimate donor cultivation parties, etc. Plan and mobilize volunteer engagement system (recruitment, training/preparation, engaging experiences, tracking, and follow-up) and support volunteer experiences in collaboration with the development and program departments.

### **ESSENTIAL JOB FUNCTIONS:**

- Approach the work with girls and one another from their lens and experience, not your own
- Focus on qualitative and quantitative inquiry for continuous improvement
- Take ownership and proactive action for overall agency success
- Find the light and joy in the work through positive interactions with others
- Model the Girls Inc. mission as a strong smart and bold individual exhibiting strong leadership qualities and a can-do attitude
- Develop and implement a comprehensive event plan to increase brand awareness and engage donors to include: two large special events; monthly tours; quarterly town halls; donor appreciation, etc. annual plan for individual giving; stewardship plan to engage, honor and retain donors by segmentation; innovative communications (email, mail, social media)
- Meet or exceed annual revenue budget for events
- Plan and implement robust sponsorship plan for annual events/experiences in collaboration with development department and CEO
- Coordinate volunteer program to engage donors in a meaningful program aligned experiences and events
- Work collaboratively with program and development staff to identify and publicize volunteer needs and opportunities
- Establish a plan for recruiting, orienting, placing, monitoring, and honoring volunteers
- Track volunteers, hours, and programs supported in an effective and efficient manner
- Provide monthly/quarterly/annual volunteer reports
- Advocate in the community on behalf of agency, women, and girls in keeping with the Girls Inc. public policy platform
- Embrace challenges, new experiences, and be willing to be flexible and stretch to exhibit our learning and growth culture

- Show up in the work with a creative, entrepreneurial, upbeat, and collaborative spirit
- Represent Girls Inc. of Memphis in a manner that conveys professionalism, confidentiality, courtesy, fairness, personal integrity and respect for others
- Support all departments in agency events
- Follow all agency policies and procedures as outlined in the employee handbook
- Perform other duties as assigned, cheerfully

**QUALIFICATIONS:**

- Bachelor's degree
- An articulated belief in the mission of Girls Inc.
- 2+ years of experience in donor development and corporate and foundation giving with a proven track record of success
- Excellent communications skills emphasizing the ability to listen and hear others
- Demonstrated abilities in incorporating a diversity of cultures, ethnicity, languages, abilities, and socioeconomic backgrounds with all stakeholders
- Integrity
- A sense of humor
- Computer proficient- Office365, MS Word, Excel, and PowerPoint
- Ability to effectively manage and diffuse volatile situations
- Ability to bend, lift and move up to 20 pounds
- Current valid driver's license and insurance
- Ability to work nights and weekends

**SALARY:**

Starting at \$40,000.00/year

To Apply: <https://girlsincmemphis.bamboohr.com/jobs/view.php?id=44>