

**Women's Resource Center
114 Touro Street
Newport, Rhode Island**

Job Title:

Director of Special Events & Volunteers

Philosophy of Service:

The Women's Resource Center (WRC) provides safe shelter, transitional housing, advocacy, support, information, referral and follow-up services to victims of domestic violence, sexual assault, stalking or to persons at risk for domestic violence. We do this through comprehensive advocacy, support and prevention activities that empower victims, families, and those at risk for family violence to reach goal orientated outcomes.

Job Summary: The Director of Special Events and Volunteers is responsible for managing and supporting signature fundraising events and overseeing the volunteer program for Newport & Bristol Counties.

Director of Special Events and Volunteers Position Is: Exempt Position – 40 Hours per week with some nights and weekends required.

Salary Range: \$45,000 - \$55,000

Supervises: Interns & Volunteers

Reports To: Executive Director

Job Description:

This person is responsible for managing event expenses to budget projections and supporting/managing all event committees and volunteers.

Responsibilities include, but are not limited to:

- Responsible for the management and implementation of all fundraising events in Newport & Bristol Counties
- Responsible for daily operations of the fundraising/development for Women's Resource Center
- Development of event plans and budgets designed to achieve growth over previous years; accountable for monthly tracking and reporting on revenue and expenses for such
- Oversee the management of sponsorship for special events. Responsible for solicitation of, record keeping, tracking, and follow-up
- Coordinate and manage all marketing and public awareness efforts for special events in each market along with Newberry PR & Marketing Company
- Oversee the management of auctions for special events. Responsible for solicitation of items, record keeping, data entry, item tracking, bid sheets, displays, and auction close-out
- Manage all volunteers for the agency

- Work collaboratively with Office Assistant to ensure timely and accurate recording of event contributions and acknowledgements
- Work collaboratively with local communities to recruit and train volunteers for special events
- Create and foster fundamental relations with the corporate community with the goal of activating and building support
- Supports the Executive Director in the evaluation of effectiveness of events and conducts post-event wrap up and evaluation meetings
- *Other duties as assigned*

Skills and Abilities Required:

- 3-5 years of fundraising/special event experience
- Strong interpersonal skills (written and verbal) necessary in order to communicate diplomatically and effectively with volunteers, high level donors, and staff
- Innate ability to work steadily and calmly in high pressure situations
- Initiative, follow through, sound and accurate judgment with an ability to support and explain reasoning for decisions; including appropriate people in decision-making process; and ensure timely decisions are made
- Strong attention to detail
- Working knowledge of all Microsoft Office products
- Travel to meetings and events as necessary
- Work nights and weekends as necessary to attend meetings and events
- Must have access to reliable transportation and ability to travel to meetings or events at different locations
- 80% Event Management • 15% Volunteer Management and Support • 5% Other Duties as Assigned

Physical Demands

1. Convey detailed and/or important instructions or ideas accurately, audibly, and quickly.
2. Hear average or normal conversations and receive ordinary information.
3. Manual dexterity and able to use wrists, hands and/or fingers in repetitive motion.
4. Prepare and/or inspect documents and communications on computer or on paper.
5. Sitting for extended periods of time.
6. Bending, lifting and carrying up to 40 pounds (donations/commodities).
7. Lifting from floor or from inside car, inside truck, or from trunk.
8. Moving up and down stairs in facility.

Qualifications

1. Four-year degree or equivalent education/experience required
2. Bilingual (Spanish/English) a plus.
3. Have a strong desire for Social Justice.

Other Requirements

1. Attend WRC new employee training program and DV 101 training
2. Satisfactory Criminal Background Check.
3. Have a valid driver's license and proof of vehicle insurance, and access to a vehicle during work hours.

4. Obtain or maintain account with a financial institution for direct deposit of paychecks.

The job description does not state or imply that these are the only activities to be performed by the employee holding this position. Employees are required to follow any other job-related instructions and to perform any other job-related responsibilities as requested by their supervisor.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. An individual seeking an accommodation should contact the Executive Director. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

The Women's Resource Center is an Equal Opportunity Employer. ***Our agency does not discriminate on the basis of race, color, religion, gender, sexual orientation, gender identity or expression, disability, age or country of ancestral origin and the delivery of services.***

Please send resumes to Lori DiPersio at ldipersio@wrcnbc.org