

## The Works Museum Job Posting

**Job Title** – Event and Volunteer Coordinator

**Date:** 10.25.23

**Department** – Advancement

**Reports To** – Development Manager

**Status** – Non-exempt

**Pay:** \$19.50-21.50/hour, commensurate with experience

The Works Museum makes learning about science and engineering interesting, engaging, and fun. The Museum's unique exhibits and programs create memorable learning experiences for all children. Our mission is to inspire the next generation of innovators, engineers, and creative problem solvers. We're building our Advancement Department and are seeking the right person to join our team. If you're looking for a fun, flexible, collaborative workplace where you can make a difference for kids in our community, this might be a fit for you.

The Event and Volunteer Coordinator is responsible for coordinating events and volunteer opportunities to engage our corporate and community partners, individual donors, and members in support of our Advancement team strategies. The ideal candidate will enjoy working with both established programs and relationships and building new connections and programs.

**Hours and benefits:** This position is envisioned as full-time; however, we are open to discussing a shorter base week of at least 30 hours. Core hours to be scheduled Monday – Friday between 8 a.m. and 5 p.m., but will also include some evenings, weekends, and early mornings. This position offers compensation commensurate with experience, 403b, paid holidays, and vacation.

### **Responsibility areas:**

#### Event coordination

- Plan and oversee the successful implementation of the organization's events including signature events, museum drop-in programming led by volunteers, community events, and donor and member events
  - Work with staff and external partners to design and implement plans to execute event-related strategies
  - Coordinate all planning and execute event details including, but not limited to, pre-event planning, event day logistics, presenter relationship facilitation, post-event activities, and communications to internal stakeholders, external partners, and volunteers
  - Partner with Advancement colleagues to create and execute the annual sponsorship plan, including engaging sponsors and managing relationships with sponsoring organizations and presenters
  - Collaborate internally on cross-functional work such as communications, sponsor relationships, volunteers, visitor experiences, and facilities needs
  - Ensure events align with the brand and visitor experience for the museum
- Identify and attend external events beneficial to networking with potential programming, community, and corporate partners and to facilitate relationships with existing partners
- In collaboration with Advancement team members evaluate community outreach opportunities and support Education and Marketing teams in planning and implementation.

#### Volunteer program coordination

- Manage the organization’s volunteer program with the goal to engage our corporate and community partners and individuals in our work and to provide opportunities for them to experience deeper connections to our mission through volunteerism
  - Work with staff and partners to identify and implement volunteer projects and roles that advance the organization and engage corporate and community volunteers
  - Serve as primary volunteer liaison from recruitment and relationship-building through to logistical coordination, project oversight, and recognition
- Work with external volunteer organizations to build the Museum’s capacity to creatively engage volunteers
- Serve as the organizational lead for our volunteer program, staying up to date on volunteerism trends, and training staff on how to work successfully with our volunteers

Other advancement team responsibilities

- Collaborate with members of the Advancement team to manage and grow constituent relationships
- Collect and analyze metrics related to our activities
- Use a process-oriented approach to manage projects and engage staff in your work
- Use our Altru database to track engagement with corporate and community partners and with volunteers
- Help all Museum employees and Board members embrace and understand their role in philanthropy. Serve as a representative of The Works Museum
- Collaborate with the full Advancement team to create and implement plans to deliver effective donor communications including storytelling, mailings, emails, signage, digital content, and media
- Other duties as assigned

**Qualifications:**

- Minimum of two years of demonstrated success in marketing, event planning, corporate relationships, volunteer management, or a related field
- Experience with event planning and volunteers is required
- Experience in the non-profit sector a plus
- Ability to represent The Works Museum with enthusiasm and professionalism

**Skills:**

- Strong project management skills, including the ability to manage multiple projects, prioritize tasks, and work within budget
- Excellent people and communication skills
- Ability to work well with a team and work collaboratively to ensure goals are met
- Positive, motivated, self-starter, results-oriented
- Resourceful and creative

The Works Museum is an equal opportunity employer and does not discriminate against any individual with respect to the terms and conditions of employment based on that individual’s race, sex, age, religion, color, national origin, disability, genetic information, marital status, veteran status, sexual orientation, gender identity or expression, housing status, or any other non-merit factor protected under state, local or federal laws.

**To Apply:** Please submit an electronic cover letter, with salary requirements, and resume to [jobs@theworks.org](mailto:jobs@theworks.org) by November 20. The position is open until filled.