



Event & Volunteer Manager

Work-life balance. Flexible schedule. Caring, supportive supervisors. Rewarding work. If these are all aspects you crave for your next employment opportunity, see what Reach for Resources has to offer.

Overview

Reach for Resources is a nonprofit location in Minnetonka, Minnesota, whose mission is to empower people of all abilities to reach their full potential. We do this by providing individualized services that maximize independence, boost community involvement, and improve physical and emotional well-being. We provide a variety of services including: Adaptive Recreation, Case Management, Counseling, Employment Supports, Inclusion, Housing Supports, Independent Living Supports and Mental Health Services. The Event & Volunteer Manager will report to the Executive Director and is a part of the administrative leadership team.

Job Summary

The Event & Volunteer Manager will be responsible for establishing and maintaining our volunteer program as well as coordinating several of our events.

Essential Duties and Responsibilities

Volunteer Engagement

- Establish and maintain relationships with community organizations, schools, volunteer associations and businesses interested in supporting our mission.
- Identify volunteer opportunities and collaborate with staff across all departments to ensure volunteer work is effective for the organization.
- Implement strategies to recruit volunteers with the right skill set at the right time to match the interest and needs of the organization.
- Onboard and orient new volunteers and volunteer groups, as well as manage volunteer schedules.
- Review and maintain volunteer materials such as volunteer policies and procedures, applications, position descriptions, interview screenings, handbook, protocols and processes for quality and compliance.
- Model and foster a culture of inclusion, respect and collaboration between colleagues, volunteers and staff that will create good working relationships between volunteers and staff.
- Support the organization's goals by attending community outreach events and building and maintaining corporate, community and individual partnerships.
- Develop, implement and evaluate short and long-term goals as they relate to community engagement, events and volunteer management.
- Work collaboratively with the marketing department to determine event communication plans, design, social media posts and other promotional opportunities.
- Regularly communicate and manage volunteers, interns, volunteer and event committees' work to ensure success and satisfaction.
- Update volunteer records to ensure all information is current and in compliance with policy and procedures.
- Develop and implement a comprehensive volunteer retention strategy to include volunteer appreciation and other retention activities.

Event Management

- Manage organizational events to achieve established event goals, including revenue generation, donor activation, community engagement and income outcomes.
- Coordinate event logistics and details, including venues, vendors, program, staffing and fundraising activities.
- Scout and secure talent to present and/or perform at special events.
- Work with the Executive Director and Development Officer to ensure events meet fundraising and sponsorship goals.

- Work with the Operations Manager on all event promotional materials and branding.
- Assist in event budget-planning, secured funding and expense tracking.
- Handle day-of logistics and personnel, including volunteers and staff, to ensure events run smoothly and according to schedule.
- Evaluate success of events by tracking attendance rates and other metrics, such as sponsorships and ticket sales.
- Implement changes to improve future event sustainability and efficiency.
- Participate in other company functions as assigned.

Required Qualifications

- Passion for the mission, vision, values and brand of Reach for Resources. Passion for positively impacting lives!
- High School or GED is required; Bachelor's degree preferred. Experience in volunteer coordination, event coordination, marketing, communications, community engagement or a related field.
- Demonstrated knowledge and ability to plan and implement events.
- Strong communication skills and ability to present information clearly and persuasively to diverse audiences; Experience building strong partnerships and relationships with people from diverse communities, including corporations and community organizations/groups.
- Ability to work independently and collaboratively.
- Friendly and welcoming.
- Excellent written and verbal communication skills.
- Detail-oriented and highly organized individual; takes initiative; able to plan and execute multiple projects simultaneously.
- Strong computer skills and proficiency in database management, Microsoft Office applications, and donor/CRM software.
- Ability to stand for sustained periods of time at our events.
- Frequent use of communication devices such as laptop, phone, email, social media and database tools.
- Ability to work occasional evenings and weekends.
- Valid driver's license and an annual driver's check is required for this positions.
- Successful completion of a Background Check is required for this position.

Additional Information

Reach for Resources, Inc. is an Equal Opportunity Employer. Reach for Resources, Inc. does not discriminate on the basis of race, religion, color, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need. [Read about Reach's commitment to diversity.](#)

Interested? Please apply through our website: <https://www.reachforresources.org/employment/>