

Events and Volunteer Manager

Wilkinson Center transforms the lives of Dallas families by providing pathways to self-sufficiency with dignity and respect through Food and Emergency Services, Adult Education, and compassionate, effective Case Management. We serve our clients at multiple locations throughout Dallas County. Our target population is individuals and families living below the federal poverty level, high school dropouts, unemployed and under-employed adults, and non-English speaking residents. In 2023, we served over 16,000 individuals.

Overview

We are seeking a dedicated and organized individual to join our team as an Events and Volunteer Manager.

The Event and Volunteer Manager role drives revenues for Wilkinson Center through planning and executing fund and friend-raising events and is responsible for the recruitment, training, retention and recognition of volunteers. This is a full-time position reporting to the Director of Development.

Special Events Management:

- Lead the planning, coordination and execution of our two fundraising events: Pantry in the Park (elevated cocktail garden party) and Swing for Success (Golf Tournament) as well as friend-raising events engaging new supporters and partners.
- In coordination with the Development Team, develop and implement comprehensive fundraising strategies to secure sponsorships/underwriting, increase attendance and solicit donations to support the events and campaigns.
- Cultivate and steward relationships with new and existing sponsors, donors, volunteers and guests to maximize engagement and support for events and for the mission of Wilkinson Center.
- Manage all volunteers, event logistics, sponsorship coordination, live and silent auction, etc.
- Serve as contact for volunteers, venue, staff, bidding software, event vendors.
- Develop and implement event timelines and budgets to ensure financial targets are met and expenses stay within budget.
- In collaboration with the Development and Communications Team, develop compelling event marketing materials and communications.
- Conduct post-event evaluations, assess effectiveness and identify opportunities for improvement.

Volunteer Management:

- Identify, recruit and train volunteers for Wilkinson Center programs and events. These include but are not limited to: Food Pantry assistants, Adult Education tutors, Case Management support, annual Holiday Distributions, and volunteers for various fundraising & community events each year.
- Build strong and effective partnerships with volunteers and supporters and help foster a culture of accountability.

- Manage donor tracking system as it pertains to volunteer hours and in-kind donations for reporting purposes.
- Lead, attend, and present at community outreach events as required.
- Work with Community Outreach position to foster new corporate, church, and community partners.
- Responsible for all volunteer recognition efforts including coordination of the annual Volunteer Appreciation Luncheon.
- Create electronic volunteer newsletter distributed twice a year.
- Maintain a volunteer budget and accurately track volunteer expenditures.
- In conjunction with Leadership, maintain and update volunteer policies and handbooks.

Qualifications/Skills

- Bachelor's degree (BA or BS) or equivalent from an accredited four-year college or university.
- Minimum 3 years experience in fundraising event planning and volunteer management or membership experience in a non-profit setting, or equivalent experience.
- Excellent organizational skills with the ability to manage time effectively, balance and prioritize multiple tasks and requests, and meet financial goals and deadlines.
- Attention to detail, familiarity with budgets, and ability to maintain accurate records.
- Strong interpersonal, communication and presentation skills.
- Ability to build and maintain relationships and interact effectively with donors, community members, volunteers and staff.
- Ability to think critically, take initiative and work both independently and within a team.
- A successful track record of proactive identification, cultivation, solicitation of volunteers and donors.
- Computer literacy including competency with Microsoft Office, CRM and/or donor database management. Knowledge of and skill in using DonorPerfect a plus.
- Ability to work occasional evenings and weekends.

Each staff member at Wilkinson Center contributes to an inclusive work environment. We value differences in people and promote practices that support diversity, inclusion, and cultural sensitivity. The clients we serve represent many different backgrounds, as does our team.