



Children's Place
ASSOCIATION

Job Posting

February 4, 2019

Development Events & Volunteer Coordinator Development

The Development Events & Volunteer Coordinator is responsible for coordinating the organization's special events and volunteer program. In addition, this position processes all gifts (both monetary and in-kind), maintains the donor database, prepares donor acknowledgements and coordinates donor recognition.

This position requires a candidate to have a valid driver's license and reliable transportation. The Development Events & Volunteer Coordinator must be available to work evening and weekend hours as needed.

Qualifications:

- Bachelor's degree required, preferably in Business, Nonprofit Management, Hospitality, Communications or a related field.
- Minimum of 3 years of experience in nonprofit development, fundraising or event management required. Must have a proven record of successful special event organization and execution, as well as a demonstrated record of securing sponsorship dollars for special events.
- Must have experience using Raiser's Edge software.
- Excellent social skills and ability to relate to persons from many different backgrounds required.
- Excellent written, verbal and visual communications skills required.
- Must be available for evening and weekend hours, possess a valid Illinois driver's license and have access to reliable transportation.

To apply, please e-mail a letter of interest and resume to:

Monica Lanum
Chief Human Resources Officer
resumes@childrens-place.org

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