

# **Three Rivers Festival Fort Wayne, Indiana Volunteer and Development Coordinator**

## **GENERAL POSITION SUMMARY:**

Working under the direction of the Executive Director, the Development and Volunteer Coordinator is responsible for recruiting, managing and maintaining volunteers for The Three Rivers Festival. The coordinator should be experienced, professional, personable, organized and tech-savvy. The Development and Volunteer Coordinator will also assist the organization's overall fundraising objectives and be an integral member of the team.

## **RESPONSIBILITIES:**

### *Volunteer Coordinator*

Manage, maintain and grow volunteers:

- Recruit volunteers through connections, social media postings, volunteer fairs
- Maintain database for volunteer sign up and scheduling
- Check background on new volunteers
- Coordinate volunteer benefits
- Create and distribute volunteer newsletter
- Work with committee chairs to establish duties and event volunteer needs
- Oversee volunteer activity and needs throughout Festival
- Oversee volunteer committee (includes one evening per month for meeting)

### *Development Coordinator*

Work with Executive Director to plan, coordinate and implement all sponsorships:

- Prepare sponsor solicitation material
- Maintain sponsor and potential sponsor database and communication log
- Sponsor fulfillment coordination
- Develop professional relationships with sponsors and potential sponsors
- Brainstorm and propose ideas with Executive Director and solicit potential sponsors
- Assist Executive Director in all aspects of Development and Activation.

### *Office*

Assist with office duties shared with other office staff:

- Answer phones
- Routinely clean office area
- Button sales and deliveries
- Manage Social Media postings
- Assist with equipment rentals
- Website updates
- Assist in Event planning and coordination
- Creative writing and/or editing
- Other miscellaneous projects

**To apply, email your resume and cover letter to [melanie@threeriversfestival.org](mailto:melanie@threeriversfestival.org).**