

# ALLIANCE FOR LIVING AT THE LIVING CENTER

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Adopted by Executive Committee 4/20/2010

## **Exempt – Coordinator of Special Events and Volunteers 40 hours/week - Salaried Position**

### **General Information:**

The Coordinator of Special Events and Volunteers reports directly to the Executive Director. This position is responsible for the success of all Special Events sanctioned by the Board of Directors and in advancing Alliance for Living's means of acquiring a broader and more diverse donor base and raising funds to maintain the financial viability of Alliance for Living. This position is responsible for working with Directors and Department Coordinators in fostering positive communications internally and externally with Alliance for Living's members and donors. Additionally, this position is responsible for maintaining a strong base of volunteers to support the internal and external activities of Alliance for Living. The Coordinator of Special Events and Volunteers will maintain the highest level of confidentiality regarding members and Alliance for Living

### **General Description of Activities:**

- Works with the Executive Director to maintain open communication with the organization's existing individual and business donor base, the United Way of Southeastern CT and foundations it currently receives funding from;
- Works with the Executive Director to maintain strict timelines to produce a current donor base, thank you letters, donor newsletters, appeal letters, when applicable;
- Responsible for providing the Executive Director with timely reports on donor and volunteer activity as requested;
- Is responsible for managing all Development Committee meetings, usually held in the evening on the second Tuesday of each month, to ensure successful fundraising activities;
- Responsible for maintaining all databases and financial reporting relating to special events;
- Prioritizes the recruitment and management of Volunteers to assist in Alliance for Living's positions that are unfunded but an integral part of the agency (e.g., Front Desk, Essentials of Life, Special Events);
- Responsible for working with the Director of Medical Case Management in producing a monthly Member Newsletter;
- Provides high level administrative support to the Executive Director, as needed;
- Other duties as assigned.

### **Qualifications/Knowledge and Skills**

- Strong communication skills including writing, speaking, and editing.
- Able to work with a wide variety of people.
- Able to represent agency to wider community in a professional manner.
- Well organized and able to prioritize work.
- Excellent computer skills (Experience with MS Office, Constant Contact and Donor Management Applications).
- Requires flexible schedule, some weekends and evenings.
- Customer service driven/team player.
- Must have own transportation and valid driver's license and insurance.
- Education: B.A. or five (5) years of relevant experience.
- Bilingual, Spanish/English, desirable.

### **Reporting**

- This position reports directly to the Executive Director.