



Director of Events Roles & Responsibilities

Board Position: At Large Board Member

Location: Several/Flexible

Volunteer Availability

- Volunteer in the Office (Pit Stop)
- During Business Hours (daytime, M-F)
 - Could have to respond to emails/votes during the business day
- Volunteer from home
- On weekends and/or evenings
- Flexible
- Project-Based

Benefits of this position:

- Represent AHeinz57 in the community
- Build resume
- Learn new skills
- Gain leadership experience
- Give back to others
- Have fun
- Explore a career

This role would fulfill the following Volunteer Interests:

- Teach and train others
- Work with logistics
- Be out in the community
- Fundraising
- Interact directly with potential adopters/volunteers
- Work with technology
- Help with special events
- Work with numbers/data
- Work independently
- Work with a team
- Lead a team
- Interact with media
- Place/manage volunteers

Purpose: The Director of Volunteer's purpose is to provide leadership, guidance, organization and recognition to the volunteer base at AHeinz57 Pet Rescue and Transport, Inc.

Key Responsibilities:

- Coordinates with the Director of Fundraising for events
 - Focus on the logistics of the events (location, food, rentals, volunteers, etc.)
- Coordinate with the Director of Volunteers
 - Volunteers needed for Events/Fundraisers
- Oversees Coordinators
 - Small Events
 - Adoption Events (Bone A Patreat, PetSakes, Brown Dog Bakery)
 - Microchip Clinics
 - Ruff Ride
 - Golf Outing

- o Quarterly Events
 - Lowes
 - HyVee
- o Annual Events
 - Pet Expo
 - Home Builders Show
- Builds relationships within the community to sponsor/support events.
- Provide leadership and guidance
- Apply policies, regulations, and procedures
- Ensure approved budget for Events is reviewed, applied and spending documented correctly
- Helps develop and implement new event opportunities
- Recognizes the contributions of all parties that sponsor/facilitate events
- Ensures volunteers receive appropriate training to handle area responsibilities at events

Qualifications:

- Demonstrated commitment to mission of the AHeinz57 Pet Rescue and Transport, Inc.
- Have knowledge of overall functions/processes for all Events.
- Demonstrate the ability to work well in stressful situations and in a team-oriented setting while remaining well organized.
- Must have the ability to lead and manage others including resolving conflicts.
- Willing to learn/train on new software opportunities.
- High level of communication skills (verbal, written, face to face).
- Ability to complete work with very little oversight/management involvement.
- Work with a team and independently within projects/tasks.

Training: No formal training is needed for this role; person should have some knowledge on how events work. This position reports to the Vice President who can train within each event opportunity.

Appointed by: AHeinz57 Pet Rescue and Transport, Inc Board of Directors

Reports to or Partners with: Reports to Vice President; partners with Volunteer, Fundraising and Public Relations Directors

Length of Appointment: 1 year

Time Commitment: 20-40 hours per week (depending on events/projects)

Development Opportunities:

- Gain leadership experience
- Manage and develop volunteers
- Possible promotion within the organization
- Opportunities to represent the organization to internal and external groups