



C A R E E R S

Special Events and Volunteer Engagement Manager

US

Job ID 2023-7613 **Category** Leadership/Supervisory Positions **Job Type** Regular Full-Time

Overview

Join us as the Special Events and Volunteer Engagement Manager at Seneca, where you'll coordinate impactful events and empower volunteers to drive our mission forward.

The **Special Events and Volunteer Engagement Manager** is responsible for planning, coordinating, and executing special events and engaging volunteers to support Seneca's mission and fundraising efforts. The DaSE team is committed to advancing equity and anti-racism and nurturing a welcoming, inclusive, and highly collaborative team culture.

ABOUT SENECA

Seneca Family of Agencies has been nominated among the [Bay Area's Top Workplaces](#) for several consecutive years. We're committed to providing traditionally marginalized communities with a network of excellent mental health, community-based, and educational services. We are committed to building a diverse staff and strongly encourage people of color to apply. Our programs deeply engage in conversations and training on [Diversity, Equity, and Inclusion](#) to bring equity and justice to the youth and families we serve.

This position is remote, however, applicants must reside within California.

Responsibilities

- Maintain an active understanding of Seneca Family of Agencies' history, mission statement, and philosophy, as well as a working knowledge of Seneca's programs and finances.
- Plan, manage, and execute a variety of special events, including galas, charity auctions, donor appreciation events, and community outreach initiatives.
- Responsible for achieving special event income goals through Sponsorships & Individual Giving.
- Collaborate with Individual Giving Director, Major Gift Officer, Corporate Partnerships Manager and regional community leadership boards to cultivate relationships with event sponsors, vendors, community partners, and stakeholders to enhance support for special events and the organization's mission.
- Develop event concepts, budgets, timelines, and work plans in collaboration with the DaSE team.
- Support efforts in expanding volunteer/community hosted fundraisers.
- Integrate an equity and justice lens into all aspects of event coordination and volunteer engagement, ensuring events and volunteer experience are aligned with Seneca values and DEI commitments.
- Manage all event logistics, day of event operations and post event evaluation.
- Coordinate event marketing and promotional activities, including invitations, online registration, social media promotion, and event materials.
- Engage and coordinate Seneca staff and leadership in support of local events, as attendees or volunteer support
- Develop and implement strategies to recruit, train, and retain volunteers for special events and ongoing organizational needs.
- Create and maintain a volunteer database, ensuring accurate records of volunteer information, availability, skills, and interests.
- Conduct volunteer orientations, trainings, and provide ongoing support and recognition to volunteers to appreciate their contributions.
- Manage and continue to develop regional community partner boards, supporting virtual and in-person board meetings, developing opportunities to leverage board member time and contributions.
- Maintain accurate records and files related to special events, volunteer engagement, and donor interactions.
- Prepare reports, presentations, and updates on event outcomes, volunteer statistics, and donor engagement for the fundraising/development team and organizational leadership.
- Stay informed about industry trends, best practices, and emerging technologies related to special events, volunteer management, and fundraising.

Qualifications

REQUIRED

- Education/experience requirements:
 - Bachelor's degree OR
 - Associate's degree and 1 year of applicable work experience OR
 - High School Diploma and 2 years of applicable work experience.
 - Applicable work experience includes any work (paid or unpaid) related to the responsibilities listed above.
- Minimum 2 years proven experience required in event planning and volunteer management, preferably in a non-profit or fundraising environment.
- Strong project management skills with the ability to multitask, prioritize, and meet deadlines.
- Excellent written and verbal communication skills, including the ability to build relationships with diverse stakeholders.
- Proficiency in using event management software, volunteer management platforms, and Microsoft Office Suite.
- Flexibility to travel throughout the west coast and work evenings or weekends as required by event schedules.
- Commitment to integrating DEI and an anti-oppressive lens to fundraising and a team environment.
- TB test clearance, fingerprinting clearance, and any other State/Federal licensing or certification requirements
- Proof of COVID-19 vaccination.

Schedule

- Monday-Friday
 - 9am-5pm
 - Semi-regular travel required for in-person events on weekdays, evenings and weekends
- **This position is remote, however, applicants must reside within California.**

Benefits

- Starting at \$76,374 to \$90,374 per year. Actual salary dependent on creditable experience above the minimum qualifications for the role
 - Additional compensation provided upon passing bilingual language proficiency exam
 - Salary increases each year
- Comprehensive employee benefits package, including:
 - Medical, dental, vision, chiropractic, acupuncture, and fertility coverage
 - Long-term disability, family leave, and life insurance
 - 50% paid premiums for dependents
 - 403b retirement plan
 - Employer-paid Employee Assistance Plan
 - Relocation assistance may be available
- 5 weeks of flexible paid time off and 11 paid holidays (for part time employees prorated to number of hours worked).
- Abundant professional development, scholarship, and promotional opportunities

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