



Associate, Special Events & Volunteer Engagement

Inspirica strives to end homelessness and housing insecurity by helping individuals and families achieve stability through support services and affordable housing. We are one of the largest providers of services to the homeless in Connecticut and the largest in Fairfield County.

In FY21, we housed over 500 adults and children in 12 residential facilities, including emergency shelters, transitional, deeply affordable, and permanent supportive housing, and rapid rehousing. Our support services are similarly comprehensive and include vocational training, workforce education, job placement, housing placement, job & housing retention support, early childhood & parenting services, children's services, health care, counseling, case management, and more. Additionally, we provide direct access to mental health, psychiatric and dental care, and substance abuse treatment through a network of strategic partnerships.

We are a results-oriented organization with a caring professional staff and dedicated volunteers who believe in individual human potential, personal accountability, and mutual respect.

Position Overview

The Associate, Special Events & Volunteer Engagement is a vital member of the Development team and representative of Inspirica to external stakeholders. In addition to the responsibilities detailed below, *this position is also responsible for coordinating and recording all in-kind gifts* as well.

Responsibilities include:

Special Events:

Take the lead on managing and executing Inspirica's four main special events that support Inspirica's fundraising and cultivation goals. These events include:

- **Spring Soiree (April/May)** –Inspirica's largest annual fundraising event featuring cocktails, a silent auction, short program, and paddle raise, the Spring Soiree is attended by 250-plus guests, as well as local elected officials, corporate and community leaders. This event features one-three honorees, and a "host committee" comprised of board members and volunteer leaders. Along with the department head, this person is expected to attend and prep for meetings with the host committee who meet regularly prior to the event to ensure its fundraising and overall success.;
- **Walk-a-Thon (October)** – a 150-200 person walk-a-thon to stamp out homelessness;
- **Harvest for Hope (November)** – a holiday food drive and giveaway that provides turkeys and other holiday fixins' to over 700 families in need in coordination with program staff and outside agencies;

- **Holiday Wishes & Gift Collection (December)** – a toy drive that fulfills the holiday wishes of nearly 3,000 children served by 30+ non-profits and social services agencies in greater Fairfield County;

Responsibilities:

- Secure corporate and individual event and/or annual sponsorships in coordination with the Manager of Corporate and Community Engagement;
- Coordinate and manage all event logistics, including developing budgets, managing vendor relationships, identifying, and securing venues, catering, A/V, multimedia production, etc.;
- Develop, lead and coordinate recruitment and management of volunteers and staff, provide on-site management;
- Cultivate relationships with and engage stakeholders as necessary, including external partners, members of Inspirica's board, corporate sponsors, individual supporters, etc.;
- Maintain donor and/or volunteer records related to special events;
- Liaise with communications and development team on creating event collateral, developing strategy, and communications as related to promoting specific events;
- Proactively provide strategic assessment of and recommendations for Inspirica's special events calendar;

Volunteer Engagement:

Using Volunteer hub, manage Inspirica's robust individual volunteer and employee engagement program including day-to-day volunteer opportunities, recruitment and outreach, placement and orientation, evaluation, and retention.

Recruitment and Outreach

- Serve as an ambassador for the organization in the volunteer community;
- Ensure timely responses to all inquiries and requests from current and prospective volunteers;
- Work closely with Inspirica program staff to identify and ensure volunteers have meaningful opportunities across the organization;
- Conduct outreach to existing civic and school community partners existing donors and new prospects to encourage participation in different volunteer activities; and
- Coordinate outreach to the faith-based community with the Development team, as appropriate.

Placement and Orientation

- Create and implement effective strategies to recruit and place volunteers with the right skills within Inspirica's programs and administrative offices;
- Develop and refine an orientation program that increases volunteers' understanding of the organization, as well as their role and responsibilities;
- Develop and implement processes to ensure that volunteers receive appropriate supervision;
- Prepare for and execute volunteers' workdays; and
- Work with Inspirica staff to coordinate volunteer opportunities.

Recognition, Tracking, and Evaluation

- Work closely with Development team to ensure appropriate volunteers are recognized for their contributions and/or contacted about giving opportunities
- Develop and oversee implementation of a plan to assess volunteer satisfaction and secure suggestions for program improvements
- Ensure that volunteer activities and in-kind donations are documented and tracked
- Manage all in-kind donations to Inspirica

Qualifications

- Demonstrated experience in special events
- Flexible, creative problem solver with a can-do attitude
- Excellent organization and time-management skills with impeccable attention to detail
- Ability to work independently and in a team environment
- Ability to be flexible and handle multiple priorities under tight time constraints
- Ability to work evenings and/or weekends as needed for events
- Bachelor's degree required
- Experience with Raiser's Edge preferred

Compensation

- Salary range: \$45,000 - \$50,000, based upon experience

Candidates should submit resume, and cover letter by e-mail to the below email address, with **"Associate, Special Events & Volunteer Engagement"** in the subject line:

search@InspiricaCT.org

Inspirica is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, race, religion, national origin, gender, marital status, veteran status, the presence of a non-job-related handicap, or any other legally protected status.