



Corporate Services & Events Manager

Bring your talents to an organization where you can make an extraordinary community impact

Introduction

Volunteer Fairfax (VF) is the regional volunteer center serving Fairfax County and the National Capital Region. We serve a population of nearly 1.5 million people and we partner with leading regional public agencies, non-profits and corporations. Established as a private nonprofit in 1974, we have been the heart of volunteerism in the region for 45 years.

Volunteer Fairfax mobilizes people and resources to meet regional community needs. Our mission is to amplify community impact through targeted matching of volunteer resources to community needs in Fairfax County and beyond. We are dedicated to promoting volunteerism to all ages, and carrying the ethic of volunteerism to future generations through our programs and public awareness activities.

Purpose:

The Corporate Services and Events Manager (CSEM) is responsible for leading efforts to create customized volunteer service projects for corporate clients and nonprofit partners and managing VF's annual signature events. This position leads the Corporate Services and Events Team. The CSEM, either personally or through two team members, manages all aspects of events including planning, supply management and procurement, site visits, everyday management and post event evaluation. The CSEM is accountable for the revenue and expenses of the Events Team and participates in the forecasting and budgeting process. The CSEM reports to the CEO. The areas of responsibility are detailed below.

Corporate Services (BusinessLink) (35%)

Manage Volunteer Fairfax's involvement in corporate "day(s) of service" events. This includes:

- Managing existing corporate clients through ongoing communication with client and site leads
- Writing proposals and contracts, negotiating contracts and managing invoicing
- Participating in initial planning meetings with all involved parties
- Researching and engaging nonprofits in specified mission areas to develop projects that fit client parameters and presenting event options to clients
- Serving as liaison between partner nonprofits and corporate clients to include all aspects of the event, from project proposals to day-of project management and volunteer management
- Coordinating project site selection, site visits, staging and work-flow planning
- Determining staff needs for projects and training of staff
- Day-of-event coordination
- Creating event final report or other reports as required
- Managing project logistics, supplies and transportation
- Creating master plans that contain all necessary information for clients and VF site leads
- Creating a post event evaluation survey for volunteers and compiling results

Volunteer Fairfax is an Equal Opportunity Employer. At Volunteer Fairfax, diversity, inclusion, and equal opportunity apply to both our workforce and the communities we serve. www.volunteerfairfax.org

Special Events (35%)

Plan, manage, and support VF's annual signature events and supervise and/or support staff members who are planning and running the events. Current VF special events include:

- [Give Together](#) – A Family Volunteer Day (January)
- [The Fairfax County Volunteer Service Awards](#) Breakfast (April)
- [VolunteerFest®](#) (October)

Management of special events includes:

- Following established budget for event and keeping expenses at or below given parameters
- Locating and securing venue and working with venue events management staff to negotiate prices, plan menu and all venue logistics, audio visual needs, timeline and supply drop off
- Determining and coordinating programmatic aspects of event work with Director of Communications and Marketing (DCM) to plan and implement promotion/publicity
- Working with vendors to select and order supplies for event
- Coordinating with DCM and Director of Development (DD) to solicit event partners including Board of Supervisors, community stakeholders and Board of Directors
- Working with CEO and DD to solicit sponsorships and donations for VF events
- Overseeing the event registration process
- Collaborating with DCM on thematic elements and creative collateral such as audio visual program, script, giveaways
- Planning for, and leading staff and board in their assistance of special event
- Creating new special events based on VF needs and strategic goals

Business Development (15%)

- Actively cultivating new business clients
- Developing, growing, and coordinating solicitations related to Corporate Service Engagements
- Managing all Corporate Services inquiries
- Maintaining corporate prospect information and tracking
- Participating with CEO / DD on corporate presentations/pitches
- Collaborating with DD in identifying potential corporate partners/donors

Events Team Supervision (10%)

Directly supervising members of Events Team and support event planning including:

- Overseeing the BusinessLink program including monitoring work load, assigning staff based on skill sets, setting event planning calendar with staff assignments, liaison with corporations, train center staff to support day of project responsibilities
- Scheduling and leading monthly strategic-level discussions for all events
- Working with Events Team to complete program/event evaluations for Businesslink and all Special Events
- Evaluating staff performance / providing feedback and training
- Assessing needs of volunteer/intern support to complete Events Team work. Determining supervision needs, recruitment, placement, scope and evaluation of Event Team volunteer/intern support.

Other Program Support / Management Responsibilities (5%)

- Maintaining awareness of, and having accountability for department revenue and expense budget
- Assisting CEO in monthly and annual forecasting and budgeting for department
- Serving on the VF Management Committee, which is responsible for assuring maximum impact of its programs through the optimal operation of the organization within the VF Strategic Plan and budget parameters
- Providing special event support to all program staff as needed
- Working with DCM to produce programmatic collateral material, logo creation for events
- Preparing bi-monthly program update for VF Board of Directors meeting
- Assume other duties and responsibilities as directed by CEO

Special Requirements

- Some VF events and activities require physical effort such as lifting and moving project supplies (up to 50 lbs.) and standing for long periods of time
- As some VF activities require offsite work, must have a valid driver's license and access to an automobile for local travel; may also need to be able to drive a cargo van or light truck
- Must be willing and able to travel out of the area, by air or land, on occasion

Qualifications

- Superior oral and written communication skills
- Self-starter with the ability to work independently on projects with minimum supervision
- Ability to lead a small team in a fast-paced environment
- Strong attention to detail and ability to manage multiple projects simultaneously
- Ability to work effectively with volunteers
- Ability to foster corporate relationships
- Ability to work collaboratively with internal staff and corporate and nonprofit clients
- Excellent analytical and problem-solving skills
- Proven experience (three to five years) of event planning and/or related experience; volunteer experience is also desirable
- Solid competency in Microsoft Office products, Web research & mass Email software
- Previous experience working or volunteering in a non-profit organization preferable
- Project management experience a plus
- College degree preferred

Compensation: Salary will be commensurate with the experience. Volunteer Fairfax offers a comprehensive benefits package which includes medical (including dental and vision) short term disability, long term disability and life insurance; Simple IRA with up to 3% match; vacation and sick leave; paid time-off to volunteer in the community each quarter; flexible scheduling; and professional development opportunities.

How to apply: Please submit a cover letter explaining why you think this is a match for you and for Volunteer Fairfax, resume and salary requirement to: Jeanine Lauth, HR Specialist (jlauth@volunteerfairfax.org). In the subject line of your email, please include "**CSEM--your last name.**" Review of applications will begin immediately and continue until the position is filled.

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