



BOYS & GIRLS CLUBS
OF GRAND RAPIDS
YOUTH COMMONWEALTH

POSITION DESCRIPTION TITLE: Donor Engagement & Events Coordinator

DEPARTMENT: Development

REPORTS TO: Director of Development

CLASSIFICATION: Exempt - On-Site

SALARY RANGE: \$50,000 - \$56,000/year

APPLY: <https://bgcgrandrapids.org/deec/>

DEADLINE: Initial applications due Oct. 15 and will continue on a rolling basis after until position is filled.

The Donor Engagement & Events Coordinator plays a key role in connecting Boys & Girls Clubs of Grand Rapids with donors, volunteers, and the broader community. This position is primarily responsible for coordinating special events, managing volunteer engagement, supporting sponsorships, and creating opportunities for community members to connect with the mission of Boys & Girls Clubs of Grand Rapids.

This role requires someone who lives in the details and brings creativity to their work. The Donor Engagement & Events Coordinator manages multiple moving pieces, anticipates needs, follows through on commitments, and ensures that events and engagement opportunities are organized, welcoming, and reflective of the Boys & Girls Club brand.

KEY RESPONSIBILITIES

Events & Sponsorships

Coordinate the planning and execution of fundraising, stewardship, and community engagement events, including Boys & Girls Clubs of Grand Rapids signature events.

- Manage event logistics including vendors, communications, registration, volunteers, supplies, timelines, and day-of execution.
- Create and maintain detailed event plans, checklists, budgets, timelines, and run-of-show documents.
- Support sponsorship solicitation, fulfillment, recognition, and stewardship.
- Identify creative ways to improve events and create memorable experiences for guests, donors, sponsors, and volunteers.
- Manage post-event follow-up, including thank-you communications and sponsor recognition.

Donor Communications

Develop communications that support events, volunteer engagement and donor outreach.

- Create event invitations, volunteer communications, sponsor recognition, email updates, and other engagement materials.
- Develop social media content highlighting Club happenings, events, volunteers, sponsors, partnerships, and community involvement.

- Capture photos, videos, stories, and other content during events and volunteer activities.
- Assist with email newsletters and other organizational communications, particularly content related to fundraising and community engagement.
- Ensure sponsor and partner recognition is accurate, timely, and consistent across communications.
- Work with Club staff to identify stories that demonstrate the impact of volunteers, partnerships, and community support.
- Attend networking events, community meetings, and other external functions to represent Boys & Girls Clubs of Grand Rapids, build relationships, and confidently present to groups about the organization's mission, programs, and impact.

Volunteer Engagement

Serve as the primary point of contact for volunteer engagement.

- Respond to volunteer inquiries and match individuals and groups with meaningful opportunities that meet organizational needs.
- Manage all volunteer logistics including scheduling, communication, supplies, waivers, staff coordination, and day-of needs.
- Welcome and engage volunteer groups and help create a positive experience from initial contact through follow-up.
- Work closely with Club staff to identify volunteer projects and ensure sites are prepared before groups arrive.
- Track volunteer participation, hours, organizations, and engagement.
- Thank volunteers following their service and identify opportunities for continued involvement.
- Help turn one-time volunteer projects into ongoing relationships with companies and community organizations.

QUALIFICATIONS

- Bachelor's degree in nonprofit management, communications, public relations, event management, marketing, or a related field preferred; equivalent experience will be considered.
- 3+ years experience in event planning, volunteer coordination, fundraising, community engagement, or a related field preferred.
- Exceptional attention to detail and organizational skills.
- Demonstrated ability to manage projects from planning through completion.
- Strong written and verbal communication skills.
- Ability to manage multiple deadlines and priorities simultaneously.
- Creative thinker who enjoys developing new ideas and improving experiences.
- Strong interpersonal skills and ability to build relationships with volunteers, donors, sponsors, vendors, staff, and community partners.
- Comfortable communicating with groups and representing the organization in the community.
- Experience with Canva, email marketing platforms, social media, or similar communication tools preferred.
- Ability to learn and effectively use donor databases and other organizational technology.
- Willingness to occasionally work evenings and weekends for events and volunteer activities.
- Commitment to the mission of Boys & Girls Clubs of Grand Rapids.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

- The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.
- While performing the duties of this job the employee is frequently required to walk, sit and stand; talk or hear; use hands to finger; handle or feel objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl; and may be infrequently required to run. The employee must occasionally lift and/or move up to 30 pounds. Must be able to stand for extended periods of time.
- Specific vision abilities required by this job include close vision and the ability to adjust focus. Hand-eye coordination is necessary to perform certain duties. The noise level in the work environment can range from quiet to moderate in office setting to moderate and usually loud in recreation and play settings when children are present.
- May be required to work outdoors in various types of weather conditions during events.

The information presented indicates the general nature and level of work expected of employees in the classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities and objectives required of employees assigned to this job.

Employee Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____