

Job Purpose:

Coordinate Island Connections' fundraising events and lead volunteer recruitment efforts to strengthen community engagement. This role reports directly to the Executive Director.

Part-time (30 hours per week) benefits eligible position.

\$24-25/hr, flexible hours and potential to work from home some days.

Responsibilities:***Event Coordination***

- Work with the Executive Director and staff to plan and execute annual fundraising events, including timelines, promotion, sponsorship outreach, logistics, and volunteer coordination.
- Conduct outreach to local businesses and community members to build support and participation.
- Create promotional materials such as flyers and event listings, and manage event promotion through social media and community calendars.
- Understand and adhere to event revenue and expense expectations set by the annual budget.

Volunteer Coordination

- Implement volunteer recruitment initiatives, understand the volunteer model and make suggestions for improvement.
- Train new volunteers on IC best practices, ride scheduling software, etc.; train volunteers on operation of wheelchair accessible van.

Additional Duties

- Provide Administrative support as needed, including occasional backup support for the Transportation Coordinator and assistance with mailings, fundraising appeals, and other projects..
- Work collaboratively with the Transportation Coordinator to support daily operations.
- Answer and direct incoming phone calls, and perform the intake process of new Neighbors, as needed.

Qualifications:

- High School Diploma or equivalent
- Experience (3+ years preferred) in nonprofit organizations, fundraising events
- Compassionate, motivated, and people-oriented, with the ability to take initiative and work independently as well as collaboratively.
- Knowledge of Microsoft Office Products; experience with database management and social media platforms
- Ability to communicate and work well with a diverse group of individuals
- Attention to detail and accurate data entry; organizational skills
- Strong relationship-building and communication skills.
- Valid Maine driver's license preferred.

This role offers the opportunity to make a meaningful impact in the lives of older adults and people with disabilities on Mount Desert Island by strengthening community connections.

Island Connections is an equal opportunity employer.