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|-----------------|--|----------------|--|
| Position Title: | <b>Vehicle Donation &amp; Events Administrator</b> | Department:    | <b>Development</b>   |
| Reports to:     | <b>VP Development</b>                              | Classification | Exempt <input type="checkbox"/> Non Exempt <input checked="" type="checkbox"/> |
| Date:           | <b>12-2016</b>                                     | Supervises:    | Yes No <b>X</b>  |

This position will lead special events related to fundraising and development, and support other agency events. In addition, this position provides administrative support as a key member of the Development team, and leads the processing of car donations. This position will provide insight on processes to improve the quality and accuracy of donor data, and create and embrace efficiency improvements.

Key activities include:

**Lead and collaborate on expanding and maximizing revenue from vehicle donations**

- Provide exceptional customer service to donors wanting to donate their vehicle to VOAWW
- Ensure all needed information is relayed to Manheim, is received from Manheim and entered in database
- Pursue other avenues for promoting and securing vehicle donations

**Support development of processes for existing donor tracking and quality improvement**

- Make use of donor data base more effective
- Maintain donor data
- Develop consistent agency processes for data entry
- Assist in and embrace efficiency through maximized use of technology

**Lead activity for agency events**

- Lead key events such as Inspire Hope Luncheon and assist with organization and program events.
- Lead organization-wide internal events calendar. Collaborate with program and HR staff on their events. Assist as needed with program events such as walks and major hunger drives.
- Create and manage new events as required, and as capacity permits

**Collaborate on annual giving, direct mail, online giving, monthly giving, Holiday Giving etc.**

- Assist in processes to effectively track impact of various fundraising approaches
- Collaborate with the finance team on gift processing and administrative coordination
- Assist in and oversee bulk mail and print shop activities as required
- Assist Development department with various development/fundraising materials
- Administrative execution of the donor stewardship plan

**Work collaboratively with all other development staff to achieve overall agency development goals.**

- Cross train for some aspects of other roles and provide backup as required.

### **Other duties as assigned**

### **Required Knowledge, Skills and Abilities**

- Maintain effective organizational and interpersonal skills including written and verbal communication skills
- Excellent customer service skills
- Have a proficient knowledge of MS Office tools and be computer-savvy with electronic documentation processes
- Experience in data base maintenance and bulk mail preparation
- Ability to repeatedly lift up to 25 pounds (with or without reasonable accommodations)
- Ability to meet deadlines while managing multiple projects
- Be able to identify and resolve problems in a timely manner; gather and analyze information skillfully
- Resolve conflict and be able to identify potential conflict amongst others or those being cause by oneself
- Demonstrate a focus on quality by being accurate and thorough; look for ways to improve processes and deliverables
- Accept responsibility for one's own actions and follow through on commitments
- Take initiative and independent action; asks questions wisely and as necessary
- Be committed to the agency's mission and objectives

### **Additional Qualifications**

- AA in related field, and three years of office/computer experience, or equivalent experience is required
- Ability to arrange for flexible schedule (will include some evenings & weekends)
- Have reliable transportation and current clean WA State driver's license
- Able to pass background check
- Ability to be flexible and adaptable to a changing environment and working with a diverse population

If you wish to apply for this position, please email your cover letter and resume to:

[recruiter@voaww.org](mailto:recruiter@voaww.org).

*Volunteers of America provides equal employment opportunities to all employees and applicants for employment without regard to race, sex, age, sexual orientation, marital status, color, creed, religion, national origin, disability, disability or status as veteran or special disabled veteran, use of trained guide dog or service animal by a person with a disability. We are in accordance with applicable federal laws and in compliance with the Americans with Disability Act, to include HIV Aids and other communicable diseases covered under the Act. Additionally, the agency complies with applicable state and local laws governing non-discrimination in employment.*