



Job Description – Program and Events Coordinator

Business Volunteers Maryland is seeking a full-time Events and Communications Coordinator to provide clear and engaging information and event management for nonprofits seeking corporate engagement. The ideal candidate is successful at leveraging and managing technology, skilled communication, and coordinating service engagements to help business and nonprofit communities to *do good. better.*

The ideal candidate is a multi-faceted professional who is highly detail oriented, adept at technology, and provides excellent customer service through communications and managed experiences. This individual is a flexible, positive team player filling a wide variety of roles that interface with staff, stakeholders, and the community at large. Business Volunteers seeks someone with the drive and eagerness to advance the capacity of nonprofits through meaningful resources, partnerships, and high-quality volunteer engagement opportunities.

In the spirit of Business Volunteers' effort of ***doing good. better***, this position is an excellent opportunity to work with nonprofit and business leaders at the center of social change, nonprofit capacity building, and corporate engagement. We seek a dynamic, highly organized, energetic, and proactive professional to join our team.

About Business Volunteers Maryland

We believe in the power of volunteering to transform our community. Business Volunteers Maryland plays a unique and important role in strengthening the region through strategic connections between people, businesses, and nonprofits. Founded in 2003, our team has built a reputation as the one-stop resource to bring business resources and talented business professionals to nonprofit organizations and schools seeking civic engagement from the private sector.

Job Responsibilities

The Events and Communications Coordinator, who reports to the Director of Business Engagement, is responsible for:

Management and facilitation of key volunteer direct service events for the regional corporate and nonprofit community (50%)

- Serve as staff lead for all Business Volunteers communityCONNECT direct service events;
 - Collaborate with colleagues, business partners, and nonprofit organizations to understand their parameters, needs, and goals;
 - Communicate with wide range of nonprofits to find nonprofits to host corporate groups in service, plan event from start to finish;
 - Represent Business Volunteers during events to serve as the point of contact for the business and nonprofit partner and to ensure volunteers are engaged;
 - Communicate confidently, effectively, and enthusiastically, providing event directions to large groups, leading activities, team leader trainings, and more;
 - Capture photos, document stories, and quantify impact of projects to promote the nonprofit and business partners through social media and other communication channels;
 - Manage participant surveys and Impact Report creation following each event;
 - Maintain accurate records of events in CRM database.

External communications and digital storytelling on Business Volunteers programming to broader external community (15%)

- Attend BVM events to capture photos, stories;
- Drive social media engagement and awareness of BVM programming by managing BVM social media content, ensuring all organization "news" is relayed in a strategic, compelling and relevant way;
- Create posts and graphics to be used externally;
- Create and distribute nonprofit facing newsletters, blogs, and other platforms;
- Maintain Nonprofit Portal on BVM website, ensuring content is up-to-date, and provides a clear and engaging experience for users.

Lead point of contact for all nonprofits seeking support from BVM (15%)

- Serve as primary point of contact for all nonprofits seeking information about Business Volunteers
- Conduct site visits to nonprofits to understand their mission and capacity
- Expand our network of nonprofits by seeking new relationships and introductions.

Support BVM large signature events (10%)

- Support planning and execution of GIVE Alumni reunion
- Support planning and execution of BVM Nonprofit Summit

Other special events and initiatives (10%)

- Support BVM staff at various events.
- Support special strategic relationships with community partners.
- Other special projects as assigned.

Qualifications:

Minimum qualifications

- Having a valid driver's license and vehicle is required.
- Bachelor's degree required
- Commitment to advancing the impact of nonprofit organizations
- Confidence in using technology
- Excellent communication skills with diverse audience of community and corporate stakeholders
- Experience with social media and content posting to engage strategic audience
- Ability to manage multiple projects and meet deadlines
- Strong planning and organization skills; detail orientation a must
- Flexible, positive, can-do attitude
- Excellent customer service and high expectations for quality
- Confident in public speaking and facilitation of training and messaging to groups

Preferred Qualifications

- Experience in managing volunteers or coordinating events

Salary and Benefits:

This position is a full-time salaried hybrid position with benefits. Salary is \$40K-\$48K a year, commensurate with experience. Business Volunteers offers a generous benefit package including:

- Health, dental, & vision (75% employer covered)
- Short- and long-term disability & life insurance
- Access to Flexible Spending Account
- Access to an employer-sponsored IRA plan, up to 3% IRA match after 1 year of employment
- 27 Paid vacation days per year including:
 - 10 flexible vacation days, five additional days after 1 year of employment
 - 3 personal days
 - 10 paid holidays
 - 4 additional paid days between Christmas and New Years

To apply

Applications must include a cover letter describing your interest, qualifications, and why you are the perfect candidate. Your resume and cover letter should be sent to: info@businessvolunteersmd.org. Please type your name (Last, First) and "Program and Events Coordinator" in the subject line of your e-mail. No phone calls please.

**Business Volunteers Maryland is an Equal Employment Opportunity employer, and we do not discriminate in our hiring or employment practices. All qualified applicants will receive consideration without regard to race, color, creed, religion, national origin, age, disability, gender, sexual orientation or any other characteristic protected by State or Federal law.*