



**Nikolas
Ritschel
Foundation**
Take one step...

Events and Volunteer Manager

Position Overview

The Nikolas Ritschel Foundation (NRF) brings joy to young adults (ages 18-24) and their families fighting cancer who missed out on Make-A-Wish. Make-A-Wish stops support after 17 years of age. Just like there is a gap in support for young adults fighting cancer, there is also a funding gap. Events and volunteers are a critical component to provide the needed funding to deliver wishes. The Events and Volunteer Manager will play a crucial role in supporting the planning and execution of fundraising events, coordinating volunteer efforts, and ensuring effective social media promotion to amplify NRF's mission and raise the needed funding for wishes.

Position Requirements

- This is a full-time position that supports events on some evenings and weekends.
- Experience managing multiple projects in a team environment.
- Strong attention to detail and organizational skills.
- Ability to multitask and prioritize tasks effectively.
- Excellent interpersonal skills and ability to work well in a team environment.
- Proficiency in Microsoft Office suite and familiarity with Salesforce and Classy (preferred but not required).
- Must be a self-starter with the willingness to learn and adapt to new challenges.
- Previous experience in event planning, volunteer coordination, or nonprofit work.
- Availability to conduct team meetings or training sessions.
- Commitment to upholding the values and mission of the Nikolas Ritschel Foundation.

Duties and Responsibilities – Event Planner: Primary and Essential Duties:

- Collaborate with NRF team members to plan fundraising events that align with the foundation's mission and goals.
- Assist in the development of event timelines, and task lists to ensure all aspects of the event are well-coordinated and executed.
- Coordinate logistics for events, including social media promotion in coordination with marketing.
- Communicate with event vendors to secure necessary resources and support
- Monitor registrations to ensure attendance goals are met
- Assist with preparing event materials including social media event posts and setting up event registration sites.
- Oversee event setup and breakdown, as well as manage on-site event operations
- Assist with post-event activities including wrap up letters and thank yours, feedback collection, and evaluation of event success.
- Support sponsorship and event fundraising activities such as: raffles, silent auctions, and wish lamp appearances.
- Assist in the timely procurement of event give aways and swag.

Duties and Responsibilities – Volunteer Coordinator: Primary and Essential Duties:

- Recruit and onboard volunteers to support NRF's fundraising events and outreach activities, utilizing various recruitment strategies such as social media, community outreach, and volunteer databases.
- Develop and maintain volunteer schedules, ensuring adequate coverage for event-related tasks and activities.
- Provide orientation and training to volunteers, including information about NRF's mission, event details, and volunteer expectations.
- Communicate regularly with volunteers to provide updates, answer questions, and address concerns related to their volunteer roles.
- Assist with volunteer data management and record-keeping, including maintaining volunteer databases and tracking volunteer hours.

Auxiliary duties:

- Provide additional support as needed to ensure the success of NRF events and initiatives.

The pay range is 47k- 60k depending on experience. It is a hybrid position with Rockford as the home base. Events may be at other locations.

Submit a Cover Letter and Resume to:

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