



Job Title	<i>Director – Volunteer Events</i>
Reports To	<i>Chairperson of the Board</i>

Job Purpose:

The Director of Volunteer Events is responsible for engaging volunteers, recruiting new volunteers, and managing Badger Honor Flight (BHF) fundraising activities. This position also works with other Board Members as needed and appropriate, to contribute to special initiatives that engage our Veterans and volunteers.

Duties and Responsibilities:

The Director of Volunteer Events is responsible for the following tasks:

- First Point of Contact (POC) for questions / information regarding fundraising via social media, phone & email. Oversee and if needed, assist in planning events.
- Use best judgement on requested events that meet BHF criteria (i.e., exposure, funds raised, volunteer/Board time involved). All events are required to go through Board if event does not meet BHF criteria.
- Recommend and coordinate supplies needed for events. Suggest new or re-orders to Inventory Director. Prepare Purchase Orders for large purchases for approval by Treasurer & Chairman. Also, coordinate with Communications team to advertise event properly on BHF social media and website. Suggest recurring PR if needed. Submit orders for printing posters as needed. Ensure BHF trademarked logo is appropriately used.
- Maintain records of fundraising events and funds raised.
- Encourage other Board and Flight team members to attend events whenever possible to show support for the events.
- Oversee Guardian Training Events including securing a location, scheduling training, and coordinating volunteers to work at training, as well as other tasks to support Guardian Training.
- Schedule make-up training for guardians who are unable to attend the main training events.
- Oversee Flight Day Send-Off and Welcome Home Activities including working with Team Coordinators to ensure all activities are properly staffed and act as the point person if issues arise between or with volunteers. Work with airport operations to ensure the facility is set-up as needed and serving as the liaison between Badger Honor Flight and airport operations, as needed.
- Manage the volunteer database and other volunteer outreach tools (VolunteerMark, Signup Genius, VolunteerMatch)
- Send regular communications to volunteers including opportunities to volunteer and other communications as needed.
- Attend Community Events as requested or assign another Board Member to perform this task

Qualifications:

The Director of Volunteer Events must display the following skills:

- Effective communication skills (verbal and written)
- Interest in engaging and recruiting new volunteers and an outgoing personality
- Proficiency in a Microsoft Office 365 as well as database management
- Attention to detail
- Time management
- Organized
- Self-motivated
- Responsible

Working Conditions:

This position currently provides their own phone, laptop computer and printer along with internet access and the ability to store documentation. BHF utilizes Microsoft Office 365 and Adobe Acrobat Reader for daily tasks and communication.

BHF does not have a physical office, so daily support is provided remotely from the Board Member's personal residence or office location.

Ability to travel on some flights, as necessary.

Access to transportation for ability to travel to events, access to BHF storage, and other travel as needed.

This position is a volunteer, unpaid position requiring a 3-year commitment; 2 years as an active Board Member and up to 1-year in a support role to the new Board Member.

Physical Requirements:

This position may be required to assist any Veteran on flight day. This may require him/her to meet the BHF guardian requirements.

Direct Reports:

The following positions report to the Director of Volunteer Events:

- Send-Off Team
- Welcome-Home Team