

Part-time - Special Projects Coordinator:

About MVK:

Most Valuable Kids is a non-profit agency that turns unused tickets and experiences into rewards and opportunities for underserved kids, ages 18 and under, in Greater Cincinnati.

MVK currently provides unique extra-curricular programs and incentives to more than 90 non-profit agencies in Greater Cincinnati. Since co-founded in 2005, MVK has sent 80,000+ kids to a live sports or cultural event and managed \$2.0 million+ in event tickets and donations locally.

While MVK's reach is significant, our staff is limited. MVK is looking to hire a part-time Special Projects Coordinator. We are looking for someone to join our team who, like us, has a passion for making a difference in the lives of kids in need.

Job Description:

MVK is looking for a self-motivated part-time Special Projects Coordinator who is excited about being responsible for a wide variety of unique projects including event coordination, donor relations and assisting our MVK Program Director with various activities designed to reward and inspire deserving kids.

Other special projects include assisting our MVK CEO and Board of Directors to help secure the financial future, and donor-base, of our small non-profit agency while working flexible hours and making a difference in the lives of kids in need.

The ideal candidate has good follow-through, project management experience and/or experience in either sales or fundraising and event planning. Candidate must be willing to coordinate administrative tasks such as updating of donor database, coordination of mailings and receipts. Occasional nights and weekend hours required.

Primary Duties and Responsibilities:

- Collaborate with the Board of Directors and CEO to assist with fundraising efforts
- Oversee and manage timelines for various events and activities to ensure strategic plans and critical fund raising processes are carried out in a timely manner
- Support board and CEO efforts to identify and develop corporate, community and individual prospects for the organization's outreach priorities
- Oversee the administration of a donor mailing list and database
- Coordinate in-kind donations and make decisions regarding the issuing of receipts
- Engage volunteers for special projects

- Promote the organization
- Build relationships on behalf of CEO with community stakeholders to advance the mission and fundraising goals of the organization

Qualifications/Education:

- University degree - Bachelor's Degree preferred

Knowledge, skills and abilities:

- Fundraising Management
- Special Events Management
- Social Media/Publicity
- Proficiency in use of computer including Word Processing, Data Bases and Spreadsheets.

Working Conditions:

- Flexible
- 10 - 20 hours/week
- Benefits not provided

All interested candidates should send resume to sherri@mostvaluablekids.org