

Volunteer & Events Manager

Who we are:

Spierings Cancer Foundation (SCF) is a 501 c (3) nonprofit organization that provides financial support in three areas; 1) to local families affected by cancer, 2) to enhance medical care for cancer patients in the Fox Cities, and 3) to fund cancer research in Wisconsin. The ideal candidate is well aligned with the organization's mission and purpose and is familiar with the long standing impact the SCF has made throughout Wisconsin. www.spieringscancerfoundation.org

Title: Volunteer & Events Manager

Reports to: Executive Director

Location: Hybrid

Hours: 20 Hours Weekly

Summary:

The Volunteer & Events Manager plays a meaningful role in advancing the Spierings Cancer Foundation's mission by supporting volunteers, coordinating community events, and bringing people together to care for families facing cancer. This part-time position is ideal for a motivated, organized, and relationship-driven individual who wants their work to have a direct impact in the local community. This role provides opportunities for increased responsibility as the organization continues to grow.

Why this role matters: *In this role, your work will directly support local families facing cancer by ensuring volunteers feel valued, events run smoothly, and community fundraising efforts succeed.*

Key Responsibilities:

Volunteer Management - (Approximately 40%, 8 hrs. weekly)

- Serve as the primary point of contact for all SCF volunteers
- Recruit, onboard, train, and schedule volunteers
- Maintain volunteer database and records
- Foster strong relationships with individual volunteers and volunteer groups
- Communicate regularly to support engagement and retention
- Recognize and celebrate volunteer contributions, including coordinating an annual volunteer appreciation event

Event Engagement - (Approximately 40%, 8 hrs. weekly)

- Serve as event manager for SCF's annual Rock Cancer fundraiser
 - Schedule meetings, prepare agendas, and distribute meeting notes
 - Coordinate vendors, contracts, and event logistics
- Support third-party fundraising events in partnership with community organizers
 - Collect event details, update event calendar, and assist with promotional content
- Attend community events and represent SCF as needed
- Assist with planning and execution of other SCF events throughout the year

Administrative Support - (Approximately 20%, 4 hrs. weekly)

- Maintain contact records and donor information in the donor engagement software Network for Good
- Support the Executive Director with phone and email inquiries
- Assist with donor acknowledgments and tax receipts
- Assist with mailings as needed: stuffing grant checks, fundraising campaigns, and event invitations.

Qualifications

- Bachelor's degree or equivalent combination of education and experience
- Experience working with volunteers, events, or nonprofit organizations
- Strong organizational, communication, and relationship-building skills
- Comfortable using Google Workspace and donor management or CRM systems
- Detail-oriented with the ability to manage multiple priorities
- Willingness to work occasional evenings or weekends for events

This Role May Be A Great Fit If...

- You enjoy building relationships and staying organized
- You like variety, no two weeks look the same
- You take pride in following details through to completion
- You want your work to matter in our local community

Compensation & Benefits:

Starting wage is \$25,000 (20 hours weekly); based on skills and experience.

Benefits include:

- Paid time off and paid holidays
- This role offers flexibility in how and when hours are worked, making it ideal for someone balancing family, school, or another professional role.
- Paid training and professional development opportunities

Why Work With Us:

By working at Spierings Cancer Foundation, you can make a difference in the lives of local families impacted by cancer and families from throughout Wisconsin. If you are a collaborative, organized, and community-minded professional who enjoys working with people and purpose, ***we want to meet you!***

To Apply:

Please submit a resume and cover letter outlining your interest and qualifications to katie@spieringscancerfoundation.org. We will begin reviewing applications on a rolling basis starting February 9, so early submissions are encouraged. Applications will continue to be accepted until the position is filled.