



Jolkona is a start-up non-profit based in Seattle, WA that lets people choose how to impact the world through small donations (starting at just \$5!), and unlike other micro-giving websites, we provide **tangible proofs of impact** for **every** donation. Our mission is to connect people with global philanthropic opportunities and show the impact of one's donations. Jolkona.org launched to the public in June 2009 with a goal of making giving more fun, transparent and engaging for all donors, regardless of age or income.

Jolkona is made possible by two fulltime staff and a group of dedicated volunteers who feel passionate about the giving model we've pioneered. We're currently looking to fill the following volunteer position on our leadership team.

### **Events Director Job Description**

#### **Responsibilities**

- Create and manage Jolkona's Events Calendar.
- Conduct 2 Jolkona branded events in 2011.
- Oversee Microsoft Giving Campaign activities
- Work with appropriate members of the Leadership Team to ensure Jolkona calendar is populated with regular events and widely accessible to public.
- Develop and maintain a toolkit that allows remote supporters to hold events in support of Jolkona.
- Build a high-caliber events volunteer team.
- Create relationships with local venues, caterers, production companies to partner with to host Jolkona fundraising events.
- Report progress to the Jolkona Leadership Team on regular basis.
- Develop in-depth knowledge of how the leading nonprofits conduct fundraising events and compare our efforts to theirs, and share the learning with the Leadership Team.
- Commit at least 25-30 hours per month to Jolkona related activities.
- Attend bi-monthly Jolkona Leadership Team meeting.

#### **Ideal Background**

- PR professional or communications student
- Strong networking/fundraising skills
- Strong writing and speaking skills
- Possesses strong local network to use for finding pro-bono services
- Experience executing large and small networking and/or fundraising events
- Experience with event production (i.e. guests lists, program flow, production, fundraising, etc.)
- Past experience working or volunteering in the nonprofit sector

#### **Ready to make a change in the world?**

To apply, please email your resume and a cover letter that answers the following [volunteer@jolkona.org](mailto:volunteer@jolkona.org) by Wednesday, January 19th:

1. Why are you interested in leading the campus outreach or events strategy for Jolkona?
2. What skills or experience do you bring that will help you be successful in this position?
3. What are you passionate about?

Please reference "Events Director" in the subject of your email.

#### **Dates and details about hiring process:**

- Accepting applications through Wednesday, January 19th
- Begin interviewing candidates the week of January 24th
- Must be available to attend the full-day orientation on Saturday, January 29th.

#### **Want to learn more about Jolkona and our work? Find us online:**

- Learn our work and the impact we're making: <http://www.jolkona.org>
- News and updates via our blog: <http://jolkona.org/blog>
- Facebook: <http://www.facebook.com/jolkona>
- Twitter: <http://twitter.com/jolkona>

**We look forward to meeting you!**