



Position Title: Events and Volunteer Manager (Part-Time)

Reports To: Director of Development and Partnerships

Location: Hybrid – Based in Michigan, with regular travel to events, community sites, and quarterly in person meetings with full staff.

Schedule:

Part-Time (approximately 15-20 hours per week); however, **it's flexible** with an increase in hours in run up to events and few hours other times.

About the Blood Cancer Foundation of Michigan:

For over 70 years, the Blood Cancer Foundation of Michigan (BCFM) has been dedicated to helping Michigan patients and families cope with the emotional, social, and financial challenges of blood cancer. Our mission is to ensure every patient knows they are not alone — and that the community stands behind them with compassion, understanding, and tangible support.

BCFM bridges the gap between people who *want* to help and those who *need* it most, turning empathy into action through patient support, fundraising, and awareness efforts across the state.

Position Summary:

The **Events, and Volunteer Manager** is a key member of the BCFM team, responsible for planning and executing fundraising and awareness events while recruiting, training, and managing volunteers who bring our mission to life.

Manages all development and awareness events and recruits, trains, and supports volunteers for all events and activities both for development and patient programs.

This role requires someone who is **turbo-organized**, detail-obsessed, and thrives on juggling multiple projects simultaneously. The right candidate will bring structure, creativity, and a proactive spirit to ensure every event, campaign, and volunteer engagement runs smoothly and effectively.

You'll manage event logistics from start to finish, create seamless volunteer experiences, and build strong community relationships that expand BCFM's reach and impact.

Key Responsibilities

Fundraising & Awareness Event Management (50%)

- Plan, coordinate, and execute a portfolio of BCFM events, including fundraising galas, community awareness campaigns, corporate drives, and third-party events.



- Create and manage detailed event timelines, budgets, checklists, and logistics plans to ensure nothing falls through the cracks.
 - Coordinate with vendors, sponsors, and partners to deliver well-organized, mission-driven events.
 - Work closely with communications staff to develop promotional materials, invitations, and event communications.
 - Lead event registration processes, data collection, and follow-up.
 - Serve as the on-site lead for all BCFM events — ensuring smooth setup, volunteer coordination, and guest experience.
 - Track event metrics, budgets, and outcomes, providing post-event reports and insights.
 - Support the development team in identifying and stewarding corporate sponsors and community partners.
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Volunteer Recruitment, Training & Management (40%)

- Build and maintain a strong, reliable volunteer network to support BCFM programs and events.
 - Work closely with the Patient Support Events team to provide volunteers for patient events.
 - Develop and implement volunteer recruitment strategies through community partnerships, corporate groups, and online outreach.
 - Manage volunteer applications, onboarding, and background screening (as applicable).
 - Design and deliver orientation and training sessions to ensure volunteers understand their roles, expectations, and the mission they support.
 - Communicate regularly with volunteers through newsletters, updates, and recognition efforts.
 - Coordinate volunteer assignments and schedules for events, office projects, and patient support activities.
 - Maintain accurate volunteer records in the CRM or volunteer management system.
 - Foster a positive and mission-centered volunteer experience that encourages long-term engagement.
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Administrative & Development Support (10%)

- Maintain organized event and volunteer documentation, contracts, and data within BCFM's CRM and shared systems.



- Assist the development team with donor acknowledgments, sponsorship fulfillment, and post-event communications.
 - Support annual giving and awareness campaigns as needed.
 - Contribute ideas and process improvements to enhance efficiency and impact across development operations.
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Qualifications:

- Proven ability to manage multiple projects simultaneously while maintaining accuracy and attention to detail.
 - Excellent organizational, time management, and project tracking skills — *you love lists, timelines, and structure.*
 - Exceptional interpersonal and communication skills — written, verbal, and in-person.
 - Demonstrated ability to recruit, train, and manage volunteers of all backgrounds.
 - Proactive, energetic, and solutions-oriented, with a “get it done” attitude.
 - Proficient in Microsoft 365, event registration platforms, and donor or volunteer CRM systems (e.g., DonorPerfect).
 - Available for occasional evenings and weekends for events.
 - Must have reliable transportation to travel to event sites and meetings.
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Personal Attributes:

- Highly organized and detail-oriented, with a passion for creating order from chaos.
 - Warm and approachable; skilled at motivating others and building relationships.
 - Calm under pressure and adaptable when plans change.
 - Deeply committed to the mission of helping Michigan blood cancer patients and families.
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Compensation & Benefits:

- Part-time, non-exempt position approx. 15-20 hours a week, but seasonal increased hours and other seasons lower hours. In other words, flexible.
- Flexible hybrid schedule.

Please send resume and cover letter as one pdf to HR@bloodcancerfoundationmi.org