



EVENT TEAM MEMBER

Event Team Member (Volunteer)

Reports To: Fundraising/Events Lead and Board of Directors

Position Summary:

The Event Team Member will assist the Fundraising/Events Lead in planning, organizing, and executing events to support Meant 2B Loved Pet Rescue Society's (M2BL) fundraising, outreach, and community engagement efforts. This role involves working closely with the Fundraising/Events Lead, managing logistics, supporting volunteer coordination, and ensuring successful and impactful events that align with M2BL's mission and goals.

Key Responsibilities:

1. Event Planning and Execution:

- At least once each calendar year, lead an event (either alone or with a partner) – taking responsibility for planning and execution. This event will be supported by other volunteers and guided by the Fundraising/Events Lead and utilizes the [Event Prep checklist](#).
- Provide assistance to Fundraising/Events Lead and other volunteers leading up to, and/or on day of event

2. Volunteer Management:

- When leading your annual event, you will collaborate with the Volunteer Coordinator to assign tasks and responsibilities to volunteers.
- You will also provide guidance and support to volunteers throughout the planning and execution phases.

3. Promotion and Outreach:

- When leading your annual event, work with the Communications & Marketing Coordinator and/or the appropriate social media volunteer to advertise events through various channels.
- Research and plan ways to reach community members who do not utilize social media.
- Help collaborate with community partners and sponsors to enhance event visibility and attendance.



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4. Budget and Finance Management:

- With the Fundraising/Event Lead and the Treasurer, support the monitoring of event budgets and expenses, ensuring financial goals are met.
- Assist in tracking revenue and expenses related to events, providing regular updates to the Fundraising/Event Lead.
- Seek opportunities for cost savings and sponsorships to maximize event profitability.

5. Post-Event Evaluation and Reporting:

- Help evaluate event success and effectiveness based on attendance, fundraising goals, and participant feedback using the [Event Evaluation Form](#).
- Assist in preparing post-event reports and analysis, identifying areas for improvement and future recommendations.
- Maintain records and documentation related to events for future reference and planning.

Qualifications:

- Previous experience in event planning, fundraising, or a related field (preferred).
- Strong organizational and project management skills.
- Excellent communication and interpersonal skills.
- Ability to work independently and collaboratively with diverse teams.
- Passion for animal welfare and a commitment to M2BL's mission.
- Proficiency in Microsoft Office and event management software (preferred).

Commitment:

This is a volunteer position with flexible hours. The exact time commitment will vary based on ongoing projects and events.