Volunteer Opportunity: Events Lead, SASF Community Events Committee

The Seattle Animal Shelter Foundation (SASF) is looking for a **volunteer (unpaid) Events Lead** to join our Community Events Committee! SASF is a 501(c)(3) nonprofit focused on raising critical funds for the Seattle Animal Shelter (SAS). We support programs at the animal shelter that the City of Seattle cannot fund on their own. Our all-volunteer Board of Directors and committees are passionate about animal care and love giving back to our community.

As a member of the Community Events Committee, the Events Lead will have the opportunity to plan and implement SASF's fundraising events and overall strategy.

The ideal candidate has a proven track record of success in hosting events, ideally for an animal nonprofit or related field. They enjoy planning and executing fundraising events, like our annual Furry 5K Fun Run and Walk in June and smaller scale events in partnership with local businesses. Attention to detail, a can-do attitude, and the ability to thrive in a fast-paced, ambiguous environment are essential elements to this role. The candidate will also work with our development and marketing teams to ensure our donors and networks are well informed about upcoming events.

Here are some of the projects you will be helping with:

- A number of smaller fundraising and awareness events throughout the year: From small beer and wine events, to neighborhood festivals to annual holiday photo sessions, SASF works to raise awareness about the Seattle Animal Shelter through various events.
- Evaluating and developing table materials, swag and equipment needs with the Marketing team for SASF to use at events.
- Furry 5K: In June of each year, the Furry 5K fun run/walk fundraiser attracts thousands of two-legged runners accompanied by their four-legged companions. The race is followed by entertainment, festive music, awards and an interactive vendor area. A popular event in Seattle for more than 20 years, the Furry 5K is one of the few races in the Puget Sound area that encourages participants to run or walk with their dogs.

Responsibilities of Committee Members:

- Support planning and execution of 2-3 community events a year, inclusive of Furry 5k
- Manage event details including planning meetings, event timelines, volunteer coordination, attendee event communications, onsite booth support, etc.
- Help select and collaborate with local businesses to host fundraising events

- Support in community outreach to local groups (businesses, non-profit groups, event attendees, etc.)
- Track and analyze metrics, provide reporting on growth and engagement
- Manage and collaborate with volunteers across events, SASF, and SAS leadership
- Have fun with us helping shelter pets!

Qualifications:

- Professional or volunteer experience as an Event Coordinator or Manager.
- Experience volunteering for a nonprofit preferred, not required.
- A positive attitude and genuine desire to make a difference for Seattle's shelter pets.

Time commitment: 3 to 5 hours per week, on average.

If this sounds like you, we'd love to hear from you! Please email your resume to SASF's Recruiting Specialist, Upasana Mishra, at umishra@seattleanimalshelterfoundation.org.

To request disability accommodation in the application process, please include in your email to Recruiting.

The Seattle Animal Shelter Foundation (SASF) is committed to advancing diversity, equity, and inclusion in all aspects of our work, with a strategic focus in establishing inclusive recruitment and retention initiatives. SASF is proud to be an equal opportunity employer. All qualified applicants for paid and volunteer positions will receive consideration for employment without regard to race, religion, creed, color, national origin, age, sex, gender, gender identity or expression, two-spirit identity, sexual orientation, sensory, physical, or mental disability, marital status, political ideology, protected veteran status, or on any other basis protected by federal, state or local law, or any other non-merit based factors.