



11025 Voyager Pkwy • Colorado Springs CO • 80921 • 719.247.2007

ADVANCEMENT EVENTS TEAM MEMBER POSITION DESCRIPTION

Title: Advancement Events Team Member
Accountable To: Advancement Events Team Coordinator
Status: Volunteer position without opportunity for employment

Please use this link [Dream Centers Advancement Events Team Application](#)

to start the volunteer application process for the Advancement Events Team.

Organizational Background

Dream Centers is a faith-based non-profit organization founded in 2011 to provide health and hope to people of Colorado Springs who are working to rebuild their dreams. Dream Centers is an independent 501c3 nonprofit committed to ending generational poverty and family homelessness in the Pikes Peak Region. We do this by providing resources to heal, life skills, development and future focused vocational training.

Position Purpose & Overview

The Advancement Events Team provides a way for volunteers to serve as needed for Dream Centers key fundraising events. The purpose of the Advancement Event Team is to help plan and execute fundraising events throughout the calendar year. Each event will pull from the Event Team to assist in the many different areas needed in hosting a wonderful fundraising event.

Prospective Upcoming Events For Dream Centers in 2021

- Ladies Tea
- Four Gala Adventure Events (postponed from 2020)
- 10th Anniversary community event for Dream Centers
- Community Block Parties
- Christmas Shoppe for Mary's Home, Women's Clinic and Park Hill neighborhood

Responsibilities

- Work alongside and support the Advancement Events Coordinator and Development Manager to best carry out events
- Complete event planning tasks leading up to the event date such as decorations, silent auction, registration, and event agenda
- Be an extra set of hands at Dream Centers events and help make sure things run smoothly
- Come early to events to decorate, arrange rooms, set up tables, etc. and stay later to help clean
- Help write and send out thank you cards to specific donors/key people
- Come to event preparation meetings

Updated December 2020



11025 Voyager Pkwy • Colorado Springs CO • 80921 • 719.247.2007

- Stay updated on the Advancement Events calendar
- Communicate any questions or concerns you may have to the Advancement Events Coordinator

Requirements and Qualifications

- Follower/disciple of Jesus Christ and committed to personal spiritual growth
- In agreement with the Nicene Creed
- Have a willingness to be coached in serving with excellence
- High commitment of confidentiality while working with Dream Centers Advancement Team
- High commitment to execute fundraising events
- Be a welcoming/professional presence to donors, volunteers, staff, executive team, etc.
- Proficient with Google Drive, Excel, Word, and Email

Time Commitment

Time commitment will be dependent on the event and the task related to the event. Prior to each event the Advancement Events Coordinator will provide greater detail of the event needs. We are looking for commitment from the time of accepting a specific event position until the time the event ends.

Each event is different and each position is different. As a member of this team, it does not mean you will be assisting with all events. We ask all volunteers, before accepting an event role, to heavily consider their time commitment from start to finish with each event.

Please use this link [Dream Centers Advancement Events Team Application](#)

to start the volunteer application process for the Advancement Events Team

Physical Requirements:

Working Environment	Seldom	Occasional	Frequent
Cold (50° F or less)	X		
Heat (90° F or more)	X		
Gases/Fumes/Dust	X		
Heights	X		
Noise		X	
Climbing (Stairs/Ladders)		X	
Driving		X	
Standing			X
Sitting			X
Walking			X
Bending		X	
Work with Others			X
Working Alone		X	
Crawling or Kneeling	X		
Repetitive Movements		X	
Office Machines			
Telephone	X		
Fax	X		
Calculator	X		
Computer/Mouse/Printer			X
Copier		X	

Updated December 2020



11025 Voyager Pkwy • Colorado Springs CO • 80921 • 719.247.2007

Dictaphone	X		
Scanner		X	
Moving Heavy Items			
Lifting/Lowering	X		
Pushing	X		
Reaching Over Shoulder	X		
Reaching Forward	X		
Carrying	X		
Other Requirements			
Visual Acuity: Near			X
Visual Acuity: Far			X
Color Discrimination			X
Hearing			X
Speech			X
Manual Dexterity			X
Eye-Hand Coordination			X