



FAMILY ELDERCARE

Development & Events Coordinator

Job Description

Program: Development	Reports to: Development Manager
Job Location: 1700 Rutherford Ln	Position Status: Full-time
FLSA Classification: Exempt	Salary Range: \$54,752- \$69,803

Position Summary:

The Development & Events Coordinator will plan and execute annual and special events including Summer Fan Drive and 80 Over Eighty, and support the development team in creating and executing annual fundraising campaigns.

Essential responsibilities:

- Plan and execute all aspects of events
- Secure volunteer hosts or venue as needed, working with on-site contact (volunteer or staff)
- Track event expenses
- Create, seek approval, produce, and send invitations for all events, tracking responses
- Create event timeline and/or agenda
- Coordinate all event logistics, including food and drink, ancillary materials, creating seating assignments, as needed
- Work with leadership to create the message to be delivered and briefing materials on attendees.
- Assist in developing, scheduling, and coordinating event e-blasts and mailings created by the development and communications team.
- Solicit silent auction items and in-kind donations for all events.
- Identify, track and alert the development team of guests and companies new to FEC through event participation.
- Act as first-line trouble-shooter.
- Greet attendees, answer questions, actively participate in event as needed
- Create and execute follow-up strategy after each event.
- Create a thank you strategy for appropriate representative to host, venue, etc.
- Develop, implement and manage all aspects of 80 Over Eighty to achieve budgeted goal, including volunteer recruitment.
- Develop, implement and manage all aspects of Summer Fan Drive Drop-Off Event to achieve budgeted goal, including volunteer recruitment.

- Maintain event-related reporting for internal use.
- Coordinate with Development and Communications Team to implement targeted or “niche” fundraising or marketing efforts.
- Assist in development of all external written materials that represent the agency – 80 Over Eighty, Summer Fan Drive, etc.
- Assist as needed with new or existing fundraising and special events.
- Assist in the execution of annual and special appeals.
- All other duties as assigned.

Education and Experience:

- Bachelor’s degree; or equivalent combination of education and experience
- 2-3 years’ experience in events planning, communications, fundraising and/or executive administration.
- Knowledge of Bloomerang and Fundraise Up
- Proficient in Microsoft Office 365 suite including Microsoft Word, PowerPoint, Excel, SharePoint

Competencies:

- Ability to work a flexible schedule, including evening and weekend events
- Ability to work under pressure, meet deadlines, and maintain a professional attitude
- Ability to develop productive relationships with donors, volunteers and clients
- Ability to work independently, organize work efficiently, and prioritize response to changing needs of donors, staff, and events
- Ability to keep accurate, detailed and organized records
- Ability to interact in a positive professional manner
- Ability to articulate clearly in both verbal and written communication
- Ability to maintain and protect confidential information in compliance with state and federal regulations and donor bill of rights.

Work Environment:

- Hybrid in office and remote work; with an anticipated three days a week in-office work
- Ability to perform the essential job functions consistent safely and successfully with the ADA, FMLA and other federal, state, and local standards, including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state, and local standards
- Must be able to lift and carry up to 20 lbs.

Acknowledgement and Review:

By signing this job description, I acknowledge that I meet the qualifications, and am willing and able to perform all job functions, duties, and responsibilities. I further understand that I am responsible for promptly and effectively communicating in writing to the Company any need for accommodation. I acknowledge that I have read, understand, and may receive a copy of this Job Description. I further understand that Family Eldercare reserves the right to modify any

organizational policies, procedures, practices, guidelines, and processes based on organizational needs.

Print Employee Name:

Employee Signature:

Date: