JOB TITLE: Coordinator of Special Events & Fundraising

REPORTS TO: Director of Development

HOURS/STATUS: Full Time/Non-Exempt

JOB SUMMARY
Reporting directly to the Director of Development, the Coordinator of Special Events and Fundraising is responsible for managing, executing and maintaining all internal and external fundraising and donor cultivation events, as well as managing a portfolio of donor contacts on an annual basis, to include sponsorships, major and minor gifts and event-related solicitation. This position requires a high degree of organizational and time management skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES

• Manage, plan and produce various fundraising events that raise significant funds for Holy Childhood programs and services, and which elevates community awareness of our mission and relevance in the community.
• Under the direction of the Director of Development, work in concert with other peers on the development team to cultivate and maintain relationships with event sponsors, other donors, solicit cash, in-kind donations, sponsorships and other donations.
• Participate in major giving strategy development and cultivation including managing a portfolio of donors.
• Maintain oversight of major event volunteer committees
• Coordinate and implement all donor cultivation and recognition events for the agency.
• Working collaboratively with the Public Relations Manager, create a cohesive marketing, promotion and collateral design plan for all fundraising special events, including all printed materials, website and social media strategy.
• Oversee the execution of all third party fundraising events for the agency.
• Assist with process and implementation of best practices with donor and event management systems to include, but not limited to, Donor Perfect and Greater Giving.
• Serve on Board of Directors sub-committee on Public Relations/Development as agency staff representative focusing on special events and related fundraising.
• Facilitate trusting relationships and partnerships with board members, vendors, individuals in service, families, community members and co-workers.
• Represent Holy Childhood at various community functions.
• Must demonstrate sensitivity to and respect for the diverse cultural backgrounds and practices of the students, individuals, staff and families of Holy Childhood.

QUALIFICATIONS
The Coordinator of Special Events and Fundraising must have the knowledge of fundraising strategies and techniques; the ability to work effectively with staff, volunteers and donors. The Coordinator of Special Events and Fundraising should be a team player that works well in a multi-task environment. The ability to maintain confidentiality and sensitive information is required along with the ability to demonstrate a professional attitude.
EDUCATION and/or EXPERIENCE
Bachelor’s degree preferred with 1-3 years of related fundraising and event management experience preferably in the Not-For-Profit sector. The Coordinator of Special Events and Fundraising must have exceptional organizational and critical thinking skills. The position requires thorough experience and proficiency in Word, Excel, PowerPoint and Outlook.

EQUAL OPPORTUNITY EMPLOYER
Holy Childhood is committed to the principles of Equal Employment Opportunity and to making employment decisions based on merit and value. We are committed to complying with all federal, state, and local laws regarding Equal Employment Opportunities, as well as all laws related to terms and conditions of employment. We desire to maintain a work environment which is free of harassment or discrimination because of sex, race, religion, color, national origin, physical or mental disability, marital status, age, or any other status protected by federal, state or local laws. Additionally, the Agency will make every reasonable effort to accommodate those physical or mental limitations of an otherwise qualified employee, unless undue hardship would result for the Agency.