



POSITION TITLE: Event & Database Coordinator	DATE CREATED: January 23, 2020
POSITION REPORTS TO: VP of Development	DATE MODIFIED:

Position Summary:

The Event & Database Coordinator is responsible for special event and constituent relationship administrative management of a comprehensive donor-relations program to support the annual operating needs, capital needs and other new or on-going program needs of the organization. This includes all aspects of event planning and management, database integrity and management and support for the organization’s communication efforts.

This position is part of the foundation of our advancement efforts and is vital to both raising awareness and the funds to support our mission.

Essential Functions - Events:

- Directs the planning, organization and implementation of special events – current and future
- Support the registration for CEU / Professional Development Trainings
- Manage the special events finances and adhere to the event budgets
- Ensure event sponsorship agreements and venue/vendor agreements are being fulfilled
- Recruit, train and manage event volunteers to execute successful events
- Prepare for annual online giving campaigns

Essential Functions – Donor Database and Gifts:

- Manage donor database to ensure integrity and provide analysis
 - Enter and record all gifts (monetary & in-kind)
 - Produce and send acknowledgement letters
 - Produce development reports
 - Reconcile development revenue with finances
- Implement a gift acknowledgement program that uses best practices and thank donors in a manner appropriate to the gift, ensuring they are timely, meaningful and documented in the donor’s record.

- Deposit all donations to bank account

Other Essential Functions

- Assist with special projects and additional duties as directed by the VP of Development
- Supports the VP of Development in the writing, editing and creating communication pieces via sponsorship requests, email blasts, program descriptions, etc.
- All other duties as assigned

Program Support – Database

- Train staff and ensure program information entered into database is accurate
- Provide reports for Grants, as needed

Knowledge Management:

- Develops the necessary systems, processes, and tools to better support the facilitation, collection, and sharing of knowledge that is generated by the Development department
- Works collaboratively with the team to integrate cross program activities and function
- Support the President & CEO's advocacy work and provide appropriate corresponding public relations assistance through press conferences, press releases, media alerts, rallies, public meeting and placing stories in media.
- Prepare for Board and Committee meetings
 - Print materials and assemble
 - Prepare room for meeting
 - Set-up refreshments, if needed

BASIC REQUIREMENTS

- Bachelor's Degree
- Minimum 2 years' nonprofit event coordination or similar role
- Ability to design, implement and maintain a comprehensive, integrated development and communications program
- Ability to evaluate and analyze donor database and create reports for administration
- Knowledge of and experience with Fundraising software. Knowledge of Salesforce a plus.
- Strong organizational skills with the ability to multi-task and prioritize workload
- Ability to work a flexible schedule, with occasional hours during weekends or after hours, as needed, based on event and project schedules.
- Ability to work both independently and as a member of a team. Prioritize work and manage various details.
- Must be able to communicate with clarity and professionalism.
- Be proficient in using standard office equipment. Proficient in MS Office (Word, Excel and Outlook), Sales Force, MailChimp, Survey Monkey.