



**Title:** Fundraising Events Coordinator

**Reports:** Executive Director

**Schedule:** 15 - 20 hours a week pending schedule, non-exempt

**Summary:** The Fundraising Events Coordinator is responsible for the coordination of fundraising and marketing events, event sponsorships, and building relationships with donors.

**Essential Duties and Responsibilities:**

- Fundraising and Marketing Events
  - Oversee the plan, preparation and execution of our major fundraising events including Read(y) to Wear, Whiskey & Words and Community Book Drive
  - Assist with non-fundraising events that are marketing-related
  - Create sponsorship opportunities and secure sponsorships for events
  - Assist in creating social media and website content as it relates to events and fundraising strategies
  - Oversee corporate donation and sponsorship process. Secure, promote and acknowledge sponsors as promised in sponsorship packets
  - Manage the day-of schedule of fundraising and marketing events
  
- General fundraising:
  - Create and manage with fundraising team annual event plan and goals
  - Build relationships with donors through timely and consistent communication, acknowledgments, and outreach. Track necessary communication with CRM.
  - Research and work with Executive Director and fundraising team to connect with potential donors and sponsors
  - Assist with the development of annual and event budgets and projections
  - Assist in coordinating email marketing and copy for events; could include monthly newsletters updates and results.
  - Raise awareness of the MRP mission, programs, and services
  - Work closely with the program team to assist with program-related event needs
  - Work with local businesses, groups, and individuals to host third-party fundraisers, book drives, and marketing events

- Prepare reports for the Executive Director and Board of Directors
- Other duties as assigned

**Requirements:**

- Knowledge of and commitment to understanding the diverse need of our community
- Flexible schedule (availability on some nights and weekends)
- Experience using or ability to quickly learn donor database software and online fundraising tools.
- Experience using Google Suites
- Experience in fundraising, event planning and day-of-event coordination
- Must pass background check and driver's license verification

**Physical Requirements:**

Work is performed in a combination of environments ranging from a standard office environment to community sites. This will require walking, bending, climbing stairs and getting in and out of the MRP van etc. Must be able to drive a vehicle safely in the community. Must be able to safely use computer equipment for extended periods of time. Requires sufficient hand, arm, and finger dexterity to operate a computer keyboard or other office equipment. Requires visual acuity to read and write words and numbers. Requires speaking and hearing ability sufficient to communicate in person, publicly or over the phone. Must be able to lift up to 40 pounds unassisted on an occasional basis but at those times the lifting could be repetitive. Must be able to stand, walk, bend, reach, stoop, crouch, crawl, sit, twist, turn. The noise level varies from quiet to loud.