Job Title: Events and Annual Fund Specialist
Reports to: Director of Development

I. Job Purpose:

The Events and Annual Fund Specialist is primarily responsible for raising funds for NeighborImpact through implementation and management of agency fundraising events. This position works with the development team to manage and coordinate details for the organization’s events. Annual events include Empty Bowls, The Foodie Crawl, Donor and Volunteer Appreciation Events, Brewfest volunteers, Giving Tuesday and others as assigned.

II. Duties, Tasks, and Responsibilities:

Event Coordination
- Coordinates, identifies and solicits corporate sponsorships for events
- Develops marketing materials and recruitment packages
- Creates event related press releases, advertising, web page content, promotion and maintenance in consultation with the Communications Director
- Coordinates with Communications Director to ensure event collateral materials including fact sheets, newsletters, brochures, annual report, and press releases are timely and accurate
- Submits all work product drafts to Development Director for approval prior to release
- Provides event up-dates at regular weekly development staff meetings
- Ensures all sponsor benefits are completed according to their sponsorship level in a timely manner per sponsor commitment
- Coordinates with Development Director to create events, develop workplans and establish budgets
- Monitor and maintain budget for all event activities and report status to Development Director weekly
- Coordinates all aspects of events including planning, volunteer coordinating, food and beverage provision, logistics planning, sponsors support, vendors coordination and facilitating event committee meetings
- Ensures documentation of all events and maintenance of accurate records and file systems

Annual Fund Coordination
- Assists with coordination, content and scheduling of appeal letters with either the quarterly newsletter or annual report mailing
- Submits all work product drafts to Development Director for approval prior to release
- Create a prospect contact list of Financial Consultants, Financial Advisors and Estate Planners for Development Director semi-annually with periodic updates as requested
- Create, implement and execute United Way campaign annually for kick-off at the annual December All-Staff meeting
- Coordinate United Way pledges with Donor Database Specialist, HR, Fiscal and United Way to ensure pledges are processed properly in a timely manner
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• Assist with donor acquisition at $500-$2500 level to support major donor campaign as assigned by the Development Director

III. Supervision

• Supervise staff involved in events
• Supervise staff, sponsors, and community partners involved in planning and implementing events

IV. Knowledge, Skills, and Abilities

• Ability to work as part of a team
• Knowledge and experience in coordinating event planning and implementation
• Ability to create and design quality collateral materials
• Knowledge and proficiency with desktop design programs
• Ability to plan and carry out assignment to meet objectives, deadlines and targets
• Ability to communicate and interact effectively with NeighborImpact staff and the general public, including community partners
• Knowledge of and proficiency with Microsoft Windows and Office environment (Word, Excel, Outlook) and standard office equipment
• Ability to learn various programs such as Raiser’s Edge and Constant Contact
• Ability to learn Adobe InDesign, Illustrator, and/or Photoshop
• Ability to attend occasional evening and weekend events attendance

V. Qualifications

• Bachelor’s degree required
• Event planning and fund raising experience preferred
• Experience with creating and designing quality collateral materials required
• Computer proficiency with Microsoft Windows and Office environment (Word, Excel, Outlook) and standard office equipment
• Experience with Raiser’s Edge, Constant Contact and other applicable donor databases preferred
• Demonstrated proficiency with desktop design programs such as Adobe InDesign, Illustrator, and/or Photoshop preferred
• Evening and weekend event attendance required
• Ability to communicate effectively both orally and in writing
• Proven experience managing and documenting expenditures and budgets
• Demonstrated traits of highly organized, intuitive, and detail oriented required
• Demonstrated high professionalism that shows in appearance, attitude, interpersonal relations, and work performed
• Knowledge of nonprofit fundraising preferred
• Ability to lift 40 pounds
• Required prior to date of hire and throughout employment:
  o Valid driver’s license
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- Proof of current auto insurance
- Access to reliable transportation
- Satisfactory criminal background check

VI. Position Details:

- The duties outlined in this job description are not all inclusive and additional duties and tasks will be assigned as required
- All communications are potentially sensitive and are subject to NeighborImpact’s policies and confidentiality agreement
- Fair Labor Standards Classification: Non-Exempt
- NeighborImpact is an equal employment provider

Employee Print Name: _______________________________ Date: ________________

Employee Signature: _______________________________ Date: ________________