



## FAMILY ELDERCARE

### Outreach & Events Coordinator

#### Job Description

Program: Development & Communications	Reports to: CDCO
Job Location: 1700 Rutherford Ln	Position Status: Full-time
FLSA Classification: Exempt	Salary: 58,425 Annually

#### **Position Summary:**

The Outreach & Events Coordinator will report directly to the Chief Development and Communications Officer and lead the planning and execution of all of Family Eldercare's fundraising and promotional events including annual Summer Fan Drive event, 80 Over Eighty fundraising luncheon, bi-monthly Friend Raiser events, groundbreaking, grand openings, and any other events that include outside stakeholders. The Outreach & Events Coordinator will assist the Volunteer Manager to build a robust, responsive pipeline of volunteers to support events and other campaigns throughout the year.

#### **Essential responsibilities:**

- Assist in the recruitment and training of agency volunteers including:
  - Assisting with the logistics of advertising and on-boarding of all outside and staff volunteers needed throughout the year
- Plan and execute all aspects of agency's fundraising and promotional events including:
  - Coordinating all event logistics, including food and drink, ancillary materials, creating seating assignments, as needed
  - Working with all outside vendors from hiring, providing instruction, and ensuring timely payment as required for successful event
  - Securing all volunteers (both staff and outside participants) as needed
  - Creating event's budget, with input from CDCO
  - Tracking expenses and staying within designated budget
  - Creating invitations and tracking all responses
  - Creating event timeline and/or agenda o Working with leadership to create the programmatic message to be delivered at events
  - Assisting in developing, scheduling, and coordinating event reminder e-blasts and mailings created by the development and communications team
- Soliciting silent auction items and in-kind donations as needed

- Identifying, tracking and alerting the development team of guests and companies new to FEC through event participation
- Acting as first-line trouble-shooter at events, arriving first and leaving last
- Greeting attendees, answering questions, actively participating in events as needed
- Creating and executing follow-up & acknowledgment strategy after each event
- Maintaining event-related reporting for internal use.
- Coordinating with Development and Communications Team to implement targeted or “niche” fundraising or marketing efforts
- Coordinating with Development and Communications Team on all event collateral materials
- Thinking outside the box when problem solving
- 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 preferred
- 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:**