



Events and Community Engagement Coordinator

The Events and Community Engagement Coordinator helps to advance the mission of Marygrove through event management and implementation of strategic processes that advance the cultivation and stewardship of donors. This position coordinates all special fundraising events, community engagement events, and donor cultivation events as well as representing the agency in various capacities and developing community relationships.

Essential Duties and Responsibilities of the Position:

- Manage new and existing annual fundraising and community engagement events including Bloom, Golf Tournament, Lunch Club, Sip and Learns, etc.
- Responsible for event budgeting, results analysis, and vendor contract negotiations.
- Coordinate all aspects of events by organizing requirements, developing timelines and assignments, and acting as liaison to vendors.
- Identify prospects and solicit monetary and in-kind donations for events/auctions.
- Facilitate all volunteer event committees, working especially closely with event chair/co-chairs.
- Work collaboratively with CDO and volunteer committee to ensure appropriate leveraging of event attendees and donor relationships.
- Ensure an organizational liaison for all Third-Party fundraising events, providing promotional support and attending events.
- Work with CDO to coordinate special donor cultivation events.
- Build relationships with board members, corporate and civic organizations, parish groups, and other community stakeholders.
- Represent the agency to donors, prospects, volunteers and other stakeholders through speaking engagements, expos/tradeshows, and agency tours.
- Work with Marketing and Volunteers Coordinator on the promotion of all events and internal resourcing/staffing of volunteers for special events.
- Provide support to all Annual Fund campaigns and events, collaborate effectively with all members of the Development team, and be a key contributor to creating and sustaining a culture of excellence and high performance.
- Perform other related duties as delegated by the CDO.

Minimum Skills / Qualifications:

- Bachelor's Degree in related field or equivalent experience
- 3-5 years' experience coordinating fundraising events for a non-profit with proven track record of success
- Excellent verbal/written communication skills
- Attention to detail and ability to work independently, under deadlines, and multi-task
- Proficient use of MS Office (including Outlook, Word, Excel, and PowerPoint)
- Experience with graphics arts software a plus
- Some weekend and evening work required during peak event periods

Benefits:

403b Retirement Plan

Medical/Vision/Dental/Life Insurance

Employee assistance program

Paid time off

Parental leave

Referral program

EOE/M/F/H/V Apply online or fax resume to 314-584-6105.