



POSITION:	EVENT COORDINATOR & DEVELOPMENT ASSOCIATE
REPORTS TO:	Associate Director of Development
LOCATION:	Office at Dartmouth facility; work in both locations and regions
PRIMARY WORKING RELATIONSHIPS:	Easton and South Coast Development Boards, event vendors, graphic designer, My Brother's Keeper staff, volunteers, and donors
MISSION:	“To bring the Love and Hope of Jesus Christ to those we serve.”
JOB SUMMARY:	Provide strong, effective leadership of internal and external events. Provide key administrative support to our advancement team to help achieve organizational fundraising goals. Help accomplish our mission and build community by serving as a welcoming presence to volunteers, donors, and guests.

RESPONSIBILITIES:

External Fundraising Events

- Manage logistics for all external fundraising events— Easton and South Coast
- Provide operational support and reporting to both Development Boards and event committees
- Create and manage project plans, timelines, and programs for all events
- Lead print and digital event marketing efforts to ensure strong participation including social media integration
- Work with graphic designer on production of all event materials such as save-the date cards, invitations, e-marketing, event websites, programs, signs, and sponsor recognition
- Manage relationships with event vendors and venue staff
- Negotiate vendor contracts and monitor deposit, cancellation and attrition policies as stated in contracts
- Audit final vendor invoices for accuracy
- Track event revenue, expenses, and budgeted forecasts
- Recruit and manage event volunteers
- Solicit in-kind donations for auctions and raffles
- Communicate event schedules, progress, and deadlines to Development Boards and event committees
- Manage event website reporting and registration functions
- Manage on-site event production and post-event clean up
- Coordinate A/V requirements as needed
- Manage all required post-event activities such as donor follow-up, debriefing with event committees, and final reporting

Other External Events

- Represent My Brother's Keeper at outreach meetings and networking opportunities, for example, Chamber of Commerce, Social Justice Convocation, etc.
- Attend community events on behalf of organization

Internal Events

- Coordinate internal non-fundraising events— Annual Gratitude Mass, Board Volunteer Day, Daughters of Isabella Baby Shower, etc.
- Manage hospitality for corporate volunteer groups, special visitors, and Community Day lunches
- Coordinate photo opportunities

Development Support / Donor Management Software

- Process gift entries and donor acknowledgement letters using donor management software — 5,000+ contributions annually
- Process monthly donations and matching gifts
- Generate queries, reports, mailing lists, and memorial giving correspondences

Christmas Program

- Supervise morning and lunch-time hospitality provided by volunteers and outside vendors
- Assist with volunteer management in facility as needed

DESIRABLE QUALITIES & EXPERIENCE:

- Deep commitment to the Christian mission of My Brother's Keeper
- Excellent interpersonal and communication skills, both verbal and written
- Detail-oriented with strong organizational skills
- Track record of good teamwork and the ability to work collaboratively
- Ability to multi-task and work on a number of events and projects simultaneously
- Self-starter with the ability to work under deadlines
- Flexibility and “grace under pressure”— ability to adapt to changes and unexpected events
- Budget management skills
- Proficient with Microsoft Office Suite and social media applications
- Able to manage donor information with discretion and confidentiality
- Experience working with nonprofits events desirable
- Bachelor's degree preferred

If interested in applying, please send (1) letter of interest and (2) resume to Erich Miller at emiller@mybrotherskeeper.org