



Fundraising Event Manager

Position Summary:

This nonprofit organization is a trade organization representing companies from every segment of the global fresh produce and floral supply chain are looking for a Contributor Relations & Fundraising Event Manager who will work under the direct supervision of the Fundraising Director. The Contributor Relations & Fundraising Event Manager will work directly with the fundraising staff to build a strong fundraising program that meets the

Position Responsibilities:

Contributor Relations Program (60%)

Assists in the planning and manages the development of and is responsible for the execution of a contributor relations program that focuses on four key areas; stewardship and impact reporting, acknowledgements, donor recognition and events and engagement. Also responsible for managing the state charitable registration process.

Fundraising Events (30%)

Plans, manages and is responsible for the execution of their fundraising events (two 5K Runs, Golf Tournament and Bocce Tournament) including; sponsorship sales and fulfillment, vendor contracts, website, materials and signage, registrations, correspondence and inquiries, onsite management, pre and post event communications, etc.

Donor Development (10%)

Assists in the planning, manages and is responsible for the execution of the donor solicitation process including; direct mail, email communications, materials and signage, and reporting and analysis.

Measures of Success:

- Achieves budgeted goal for events
- Assists in achieving budgeted goals for charitable giving
- Ensures efficient, pro-active, timely management, follow through and completion of the fundraising functions
- Executes high quality of work products
- Ensures accuracy of donor gift and data information

Qualifications

- Four-year degree required
- 2-3 years of work experience in a charitable non-profit organization
- Specific experience in event fundraising and/or donor relations
- Proficiency in MS Office with emphasis on Word and Excel
- Experience with donor databases
- Excellent phone etiquette, written and verbal skills

- Self-starter who can manage projects without supervision
- Attention to detail and emphasis on accuracy
- Resourceful, creative, sense of humor and flexible
- Ability to connect with people and be a true team player
- Ability and willingness to travel (4-6 times a year)

The salary is 55k to 65k and please send your resume to mmcguckin@pnpstaffinggroup.com.