



## **TOWER CANCER RESEARCH FOUNDATION (Tower)**

<b>POSITION TITLE:</b>	Events and Development Coordinator
<b>REPORTS TO:</b>	Director of Events
<b>ORIGINATION DATE:</b>	August 18, 2021
	Full Time(40 hours/week)

### **EVENTS AND DEVELOPMENT COORDINATOR**

#### **POSITION SCOPE:**

The Development and Events Coordinator provides administrative and strategic support to the foundation. This position involves event coordination support and execution, including donor management and support of the organization's development team. It also provides administrative support for fundraising activities which may involve donor cultivation, gift acknowledgment, special events, donor solicitation, online (OneCause) and database (Raiser's Edge) administration. Raiser's Edge and OneCause experience strongly preferred. Currently working in a hybrid work environment.

#### **ESSENTIAL JOB FUNCTIONS:**

- Assists with event coordination including but not limited to: pre-event and day-of planning, facility and equipment booking, marketing, vendor management, event logistics, and volunteer management
- Processes accurate and timely gift acknowledgement letters for all fundraising efforts
- Assists in updating Raiser's Edge donor database and creating donor tracking reports using the database
- Contributes to organization's fundraising efforts including outbound calls, mail correspondence, email campaign letters
- Manages donor information and data, handling follow-up email, mail, and phone correspondence
- Assists in the production of mailings and newsletters, as well as occasional marketing material compilation
- Interfaces and receives work assignments directly from all levels of the foundation on event planning, development, and other tasks as needed
- Ability to create and navigate online donor fundraising event software to support peer to peer fundraising, events, silent auctions, and other functions
- Works with volunteer fundraising groups to manage membership, fundraising goals, and monthly meetings
- Ability to interface with donors, vendors, and volunteers, and volunteer groups
- Assists with revenue tracking
- Consistently maintains high ethical standards
- Undertakes other duties as assigned

## **PREREQUISITE KNOWLEDGE, SKILLS, AND EDUCATION**

- Bachelor's degree in related discipline
- 2-3-years minimum work-related experience required
- Event experience strongly preferred
- Experience with Raiser's Edge database management strongly preferred
  
- Demonstrated computer skills including, Excel, Microsoft Word, and PowerPoint; Adobe Illustrator, Canva, and/or OneCause experience a plus
- Excellent written and verbal English communication skills
- Strong organizational and communication skills, excellent attention to detail, and a solid work ethic
- Must be willing to work in an empowering environment and must understand and support the concepts of teamwork, self-direction, and high performance

## **PHYSICAL AND MENTAL REQUIREMENTS:**

- Ability to function in high-pressure situations
- Manual dexterity to operate computer
- Correctable vision and hearing
- Excellent interpersonal skills
- Ability to sit for prolonged periods in front of computer
- Ability to move about in an office environment
- Clear, easy to understand speaking voice

To apply for this position, please contact [amy@towercancer.org](mailto:amy@towercancer.org).