



YourSPCA.org || 300 Harlem Road
716.875.7360 || West Seneca, NY 14224

Job Title: Events Coordinator
Department: Development
Reports To: Chief Development Officer
FLSA Status: Hourly, Non-Exempt
Prepared By: Chief Development Officer
Prepared Date: October 18, 2018
Submit Resume To: SPCA Chief Development Officer Jennifer Gurz, jenniferg@yoursPCA.org
Submission Deadline: November 26, 2018

SUMMARY

Responsible for the planning, execution, and growth of fundraising and donor cultivation events (donor luncheons, walkathons, gala dinners, etc.). Serves as Development representative at community events.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Generate expense and income budgets for each event.
- Plan and execute all events within prescribed budgets and timelines.
- Work with Annual Giving Manager in the identification, cultivation, and stewardship of corporate event partners.
- Responsible for silent auction, prize, and in-kind donation solicitations for each event.
- Coordinate outside vendors.
- Coordinate any necessary event media with the Communications Department.
- Coordinate event volunteers with the Director of Volunteer Services and direct the work of event volunteers.
- Interact with event attendees.
- Analyze financial outcomes and ensure timely and appropriate follow-up on all events including preparing reports for the department as needed.
- Oversee donor and participant acknowledgement.
- Serve as SPCA ambassador for third-party fundraisers and community presentations.
- Assist with other development-related tasks as required.

QUALIFICATIONS/REQUIREMENTS

- Bachelor's degree, preferably in a related field (Marketing, Communications, Event Planning)
- 2+ years of events, nonprofit or related experience
- Proven ability to manage large-scale events
- Excellent written and verbal skills
- Ability to multi-task successfully
- Attention to detail and excellent organization skills
- Excellent interpersonal skills and ability to work on a team

- Ability to meet deadlines and manage competing demands
- Excellent computer skills, specifically with Microsoft Office products
- Experience working with Raiser's Edge database, Raiser's Edge Event Module, and Blackbaud Luminare a plus
- Experience in and aptitude for effectively working with volunteers
- High energy and passion for the SPCA mission
- Must be able to work some evenings and weekends as needed
- Valid driver's license
- Must be able to lift, carry, push, or pull up to 20 pounds, and must be able to sit and stand for prolonged periods of time, stoop, and kneel throughout the day while performing reasonable tasks

To apply:

Send cover letter and resume to jenniferg@yoursPCA.org or SPCA Serving Erie County, Attn: Jennifer Gurz, 300 Harlem Road, West Seneca, NY 14224 by November 26.