



Donor Engagement and Events Coordinator

Introduction

The Donor Engagement and Events Coordinator works closely with the Development Director, Assistant Development Director, administrative staff, volunteers and donors to ensure good communication, donor development, and support of volunteer activities. This person helps create the public image of the organization through direct donor contact, event management, and volunteer engagement. The individual holding this position must be able to multi-task, be well organized, be a self-starter and be proficient in computer usage.

Wage Range Salary range is \$40,000 to \$60,000. A complete benefit package is included for full-time employees.

Qualifications

- A. A Bachelor's degree or equivalent experience in a marketing or fundraising capacity.
- B. Proven event management success with the ability to work on a modest budget.
- C. Ability to present project outline, manage and support a small number of special events throughout the year including management and scheduling of priorities.
- D. Must have strong oral and written communication skills, be creative and be proficient in Outlook, Excel, Word, Powerpoint, and social media platforms. Experience with a fundraising database if preferred.
- E. Must have strong organizational skills, be detail oriented, and have ability to complete tasks with limited supervision.

Responsibilities

- A. Work with Development Director and Assistant Development Director to coordinate donor requests, and develop small and mid-level donor relationships.
- B. Cultivate, solicit, and communicate with individual donors and prospects.
- C. Plan and implement agency events, including organizing committees, sponsorship recruitment, development of detailed task timeline and implementation.
- D. Organization, training and management of volunteers needed for special events and for all volunteer activities in western South Dakota.
- E. Oversee volunteer recruitment, appreciation, recognition, and evaluation.

This position will be located in western South Dakota. All interested applicants should submit a cover letter and resume/vitae to Virginia Wishard Lambert at vwlambert@abbotthousesd.com. Questions can be directed to Virginia at 605-996-2486 ext. 120.