

Hospice of Southern Maine

Position Description

Title: Events Coordinator

Reports to: Development & Outreach Director

Primary Location: Main Office

FSLA Class: Non-Exempt

Supervises: None

Effective Date: 09/2021

Position Summary:

The Event Coordinator works as part of the Development and Outreach Department team to produce HSM's signature fundraising events in addition to other agency or stewardship-oriented events.

Qualifications:

1. Education: Associates Degree required. A combination of education and/or experience may be considered.
2. Experience: Minimum of 1 year experience working in a fundraising department, as a project manager, or planning, coordinating and executing events required. Proficiency with Microsoft Office and Raiser's Edge or other CRM/fundraising database experience required (Raiser's Edge experience is preferred). Prior event management and grant writing experience is required.
3. License/Certification: Valid driver's license with an automobile that is insured in accordance with state and/or agency requirements and is in good working order.

Essential Duties & Responsibilities:

1. Works with the Development & Outreach Director and Development Department staff to plan, coordinate and execute annual fundraising agency events.
2. Produces HSM's signature fundraising events (Twilight in the Park, Hike for Hospice, Trail of Memories, Circle of Caring, and Thresholds Conference) and supports other agency or stewardship-oriented events to create engagement and enhance fundraising efforts.
 - a. Manages existing core of internal and external event-specific volunteers; recruits, trains and integrates new volunteers.
3. Cultivates, solicits, and stewards event sponsors and promotes event participation to meet event engagement and revenue budget goals.
4. Follow up from events as needed:
 - a. Updates electronic and paper records of event attendees, donor gifts, and donor cultivation, solicitation and stewardship activities.
 - b. Maintains constituent records in the development/fundraising database, posting accurate and timely prospect and management data. Ensures integrity of the database and information.
 - c. Assists team with other event follow up actions as needed.
5. Engages staff, board, and development volunteers in the process as needed to maximize return and impact.
6. Shares responsibility with other Development team members in writing and submitting grant proposals and reports that support and meet event revenue goals.
7. Provides additional administrative support for the Development & Outreach Department as needed.
8. Contributes to department reporting as necessary.
9. Assists with the general office duties and any special projects.
10. Organizes and maintains filing systems; composes, prepares and files routine correspondence.
11. Performs additional duties as assigned.

Other Job Functions:

The following is a list of responsibilities of this position but is not intended to cover other related duties that this position may be required to perform from time to time.

1. Works with diverse social and economic situations without imposing own values; maintains appropriate professional boundaries.
2. Demonstrates understanding of hospice philosophy.
3. Demonstrates understanding of team approach and communication.
4. Contributes to positive atmosphere; demonstrates positive interactions with internal and external customers
5. Demonstrates ability to be a productive member of a high performing team.
6. Provides timely and appropriate response to internal and external customer needs.
7. Participates in meetings, HSM events, quality assurance and program improvement activities as required and necessary.
8. Demonstrates knowledge and support of agency’s safety and OSHA policies. Demonstrates use of safety judgment on a case-by-case basis. Utilizes proper body mechanics and safe working techniques and reports unsafe environments/practices to supervisor in a timely manner.
9. Demonstrates understanding of HIPAA Privacy Standards and related Agency policies.
10. Demonstrates understanding and compliance with agency policies, including but not limited to, documentation, continuing education, attendance/work schedules and required HR documentation, State and Federal policies and procedures, laws and regulations.
11. Acts in a manner consistent with the Code of Conduct outlined in the Agency’s Corporate Compliance Program.
12. Demonstrates ability to use efficiently use various computer software programs, including an advanced knowledge of fundraising database; is comfortable in a distance learning environment.

Required Skills, Abilities & Knowledge:

1. Strong interpersonal communication skills, ability to communicate accurately and effectively in verbal and written interactions.
2. Flexible and reliable.
3. Creative in thought and implementation.
4. Self-motivated and self-directed
5. Excellent time management and organizational skills to manage multiple tasks.
6. Ability to focus on accuracy and detail.
7. Ability to adapt to changing priorities.
8. Presents as a business professional.
9. Proven ability to communicate accurately and effectively, verbally and in writing.
10. Ability to focus on the objective of the position.
11. Ability to work well in settings presenting diverse physical conditions and sociocultural environments.

Physical Requirements:

The physical requirements described are representative of those that must be met to successfully perform the essential responsibilities of this position. Reasonable accommodations may be made.

	Occasional (25%)	Frequent (50%)	Continuous (75%)
Lift or transfer			
Up to 10 lbs.			X
11-20 lbs.		X	
21-35 lbs.		X	
Carry		X	
Push or pull		X	
Climb	X		
Reach		X	
Stoop or bend		X	
Crouch		X	
Kneel		X	

HSM Job Description – Campaign Assistant

	Occasional (25%)	Frequent (50%)	Continuous (75%)
Handle or feel		X	
Talk			X
Hear			X
See			X
Sit, walk, stand			X
Distinguish smell/temperature	X		
Exposure to blood borne pathogens and infectious disease	X		
Exposure to hazardous materials	X		
Repetitive Motion			X

Visual Requirements:

1. The worker deals with office and/or medical equipment at or within arm’s reach.
2. Must be able to see to drive and review computer and paper documents.
3. Must be able to type to perform basic job responsibilities.

Mental Requirements: Requires the ability to plan and perform a wide variety of duties requiring general knowledge of policies and procedures. Requires judgment to work independently toward general results, devising methods, modifying or adapting standard procedures to meet different conditions, making decisions based on precedent and policy.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee or for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee’s Signature _____ **Date** _____