



Job Description: Events and Development Coordinator

Position Summary: We are seeking an enthusiastic, outgoing and dedicated Events and Development Coordinator to join our team. This position plays a pivotal role in supporting our fundraising efforts and advancing our mission to promote the well-being of pets and people in our community. The Coordinator will work closely with the Community Engagement & Events Manager, and Business Development to execute fundraising campaigns, and community engagement, manage donor relations, and help implement strategies to secure financial resources for our organization.

Responsibilities:

- **Event Planning and Implementation:**
 - Collaborate with the Development Team to plan and implement various community events by coordinating with and building community partners.
 - Oversee event setup, execution, and breakdown to ensure a seamless and enjoyable experience for attendees and host location.
 - Engage with community members at events in a professional and friendly manner.
 - Work with the Volunteer and Foster Coordinators to support engagement at community events. Supervise event volunteers, supporting them throughout the events.
 - Follow up with host locations after the event to organize future events.
- **Public Relations and Promotion:**
 - Work with Media Manager to ensure community events are promoted, and donors/partners are properly thanked for their support.
 - Communicate with the Media Manager to promote community events and thank donors/partners for their support.
- **Donor Relations:**
 - Develop and secure new community relationships out in the field, promote events, secure sponsorships and engage with the community to build a diverse audience, who could turn into future donors, volunteers, fosters, and adopters. Ex: Community Organizations, Universities, Hospitals, Neighborhoods etc.
- **Events and Outreach:**
 - Support the Community Engagement and Events Manager in the facilitation of five major fundraising events per year, as needed.

- Represent Forsyth Humane Society at community events, networking functions, and public engagements to raise awareness and support for the organization.
- Analysis and Financial Reporting:
 - Develop and manage event budgets, tracking expenses, and revenue, track progress towards fundraising goals.
 - Follow up to ensure FHS receives all proceeds from community events.
- Collaborative Engagement:
 - Work with the public to encourage participation in events
 - Collaborate with volunteers and other staff members to engage and involve them in fundraising efforts.

Qualifications:

- Bachelor's degree in Event Management, Hospitality, or related field or equivalent experience in events and fundraising.
- Exceptional organizational and multitasking abilities, creative thinker, attention to detail, capable of coordinating multiple events simultaneously.
- Strong interpersonal skills, with the ability to work effectively in a team-oriented environment, with staff, volunteers, sponsors, and the public.
- Strong communication skills, both written and verbal, with the ability to convey the organization's mission and goals effectively.
- Proficiency in using fundraising software, Microsoft systems, Google, Canva, and Adobe. Wordpress experience is a plus.
- Flexible schedule, as many community events may occur during evenings or weekends.

Join us in our mission to create a more compassionate world for animals and make a difference in the lives of countless animals in need. Apply now to be a part of our dedicated team as an Event & Development Coordinator at the Humane Society.

Please email a cover letter and resume to Kristen at kwilliams@forsythhumane.org