

SPECIAL EVENTS AND FUNDRAISING COORDINATOR

GFS Events is a special events and development consulting firm that provides fundraising and special event expertise to nonprofits in the Pacific Northwest. GFS Events is looking for a dynamic and experienced fundraising consultant to assist with our fundraising events throughout the year. This is a flexible position averaging about 25-35 hours per week.

PURPOSE:

GFS seeks a Coordinator to focus on special events, social media, event management, and event strategy. Our dynamic team-based approach is designed to support a fast-paced work environment that requires attention to detail, flexibility, and ability to problem-solve on the go. The Coordinator will work with multiple clients, and the duties of this role evolve with the needs of current clients.

The successful candidate is highly independent and self-motivated with experience in event management. GFS's customized approach is tailored to each client so responsibilities will vary, usually including some combination of the planning, management and execution of special events and reaching established fundraising goals through corporate sponsorship, attendee recruitment, auction item procurement, and other avenues. Applicant must also demonstrate a willingness to work in multiple locations, often at the offices of multiple clients and remotely, as well as impeccable scheduling and time management skills. Cold call sales experience and customer relationship building experiences are highly desirable. Excellent presentation, oral and written skills are required. Computer proficiency in Word, Excel, PowerPoint and Outlook necessary. Ability to learn quickly internal donor databases as needed.

In addition to client-facing work described above, the Coordinator will participate actively and regularly in GFS's internal meetings and events.

RESPONSIBILITIES:

- Assist in multiple events throughout the year including but not limited to: auctions, galas, benefit lunches, golf tournaments and/or Walks/Runs/Rides.
- Assist in organizing committee meetings, helping to coordinate live and silent auctions, supervising/training volunteers, and varied delegated assignments that ensure the success of events.
- Assist in preparing, monitoring and analyzing financial reports, event revenue and expense budget.
- Assist in each event with obtaining sponsorships, table sales, advertisers, auction items and other revenue sources.
- Assist with GFS Events' social media presence.
- Assist as needed for each nonprofit event and help to manage staff and volunteers during the events.

- Train new employees and clients in logistics and procedures both in office and during event.
- Communicate, both in writing and verbally, with people at all levels of an organization.
- Make cold calls and/or onsite visits to businesses and organizations to solicit sponsorships, table captains or procure items for event.
- Create displays for auction items as needed.
- Invoice clients and other vendors.
- Coordinate venues, vendors and caterers for clients.
- Connect with potential partners that could possibly benefit GFS Events, including attending meetings, phone calls and online seminars.
- Coordination/creation of all marketing materials and office supplies.
- Other duties as assigned.

REQUIREMENTS

- Bachelor's degree or equivalent combination of education and work experience.
- Minimum of 2-3 years managing and leading successful events at a non-profit including meeting budgetary goals.
- Demonstrated skills and experience in fundraising and auction planning.
- Commitment to nonprofit organizations.
- Demonstrated ability to problem-solve and work as part of a fast-paced team.
- Strong writing and editing skills.
- Strong interpersonal skills and verbal communication skills.
- Exceptional organizational skills.
- Ability to meet deadlines.
- Strong attention to detail.
- Proficient in Outlook, Word, Excel, PowerPoint, email and database management.
- Ability to self-motivate, self-direct, and manage multiple projects simultaneously.
- Ability to stay calm, patient and focused during busy events and while working with stressed clients.
- A strong self-starter, entrepreneurial and team-oriented.
- Able to communicate well via IM, conference calls and email.
- Flexible and willing to do whatever it takes to get the job done.
- Able to manage complex project including keeping track of many moving parts while maintaining attention to detail and keeping the big picture in mind.
- Willing and able to travel periodically to meetings and events.
- Comfortable working in virtual office.



- Must be willing to work flexible hours, including some required weekends and evenings.
- Experience with donor-management software and/or working with Auctria, Greater Giving or other event software preferred.
- Full time access to a reliable laptop.
- Full time access to a reliable car with space to transport items if needed.

ENVIRONMENTAL AND WORKING CONDITIONS:

The majority of work will be conducted in an office setting; however, major blocks of time will be away from the office at various off-site meetings and respective event locations in Seattle, Bellevue or other client locations. Work requires the use of personal mobile computers and standard office equipment to prepare, send and retrieve files and other documents. Must be comfortable working in a virtual-office environment. This is a part-time position with hours averaging at about 25-30 hours per week depending on the scale of events throughout the year. Days and hours of work may vary and/or change depending upon business needs and weekend events.

PHYSICAL DEMANDS:

May be required to sit or stand for periods of one to five hours at a time. Ability to perform complex mental functions and concurrently manage multiple deadlines and projects. Must be able to lift up to 40 pounds.

HOW TO APPLY:

To apply, please send cover letter, resume to Gazala Uradnik, Founder, at gazala@gfsevents.org. This position will be open until filled. Our desired start date is Monday, February 26, 2018.

Salary Range: \$14-\$20 per hour

GFS Events is an equal opportunity employer.