

# POSITION: SPECIAL EVENTS & FUNDRAISING COORDINATOR



GFS Events provides growth and fundraising solutions to nonprofits. We are an award-winning special events and development consulting firm located in Sammamish that provides fundraising and special event expertise to nonprofits in the Pacific Northwest. GFS Events is looking for a dynamic, out-going and experienced person to assist with our fundraising events throughout the year. 40 hours per week.

## OUR TEAM IS SMALL AND WE HAVE FUN!

### *general overview*

GFS is looking for a new team member 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 provide **administrative support for the GFS team and work with multiple clients**, and the duties of this role will evolve with the needs of current clients.

Applicant must be **independent and self-motivated with experience in event management**. Superior writing, grammar, and editing skills are mandatory. 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 scheduling and time management skills. Customer relationship building experiences is 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.

*keep going...*

# 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 events revenue and expense budgets.
- Assist with GFS Events' social media presence across all platforms.
- Assist as needed for each nonprofit event and help to manage volunteers during the events.
- Train clients and volunteers on tasks during an event.
- Communicate, both in writing and verbally, with people at all levels of an organization.
- Make calls and/or onsite visits to businesses and organizations to solicit sponsorships, table captains or procure items for event.
- Create graphics and displays for events.
- 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 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 or other events.
- Demonstrated skills and experience in fundraising, auction and event 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.
- Attention to detail.
- Proficient in Google Suite, 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.

*there's more...*

# requirements cont'd

- Proficient in visual design, basic graphic design, creating print and digital materials.
- A strong self-starter, entrepreneurial and team-oriented.
- Able to communicate well via Zoom, conference calls and email.
- Flexible and willing to do whatever it takes to get the job done.
- Able to manage complex projects 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 a virtual office.
- Must be willing to work flexible hours, including weekends and evenings (for events).
- Experience with donor-management software and/or working event software preferred.
- Full time access to a reliable car with space to transport items if needed.

## environmental & working conditions

COVID will limit office time and may require a remote environment. 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 full-time position with an average of 40 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. Weekend hours are required.

**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.

**PAY AND BENEFITS:** This is salaried position, commensurate with experience | Sick pay/PTO accrued in accordance with Washington State Dept of Labor requirements | Six paid holidays per year | Medical and Dental Benefits | 401K plan | Mileage reimbursement for any travel associated with clients | Friendly, fun, flexible team environment

*you ready?*

# how to apply

Please send a resume and a cover letter explaining why you want to join our team and what makes you stand out from the crowd to [INFO@GFSEVENTS.ORG](mailto:INFO@GFSEVENTS.ORG)

This position will be open until filled. Our desired start date is Monday, September 14, 2020.

## OPTIONAL...

Attach a photo or several photos from an event that you were involved in, along with a document that includes the following information:

- Venue (and/or online platform used)
- Event type
- Your role in the event
- Year the event took place
- An obstacle you overcame
- Your favorite part about the event

**Also, if you are really psyched about the opportunity to join our team...**



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good luck!