



National Kidney Foundation™

of Arizona

JOB DESCRIPTION: Special Events Coordinator

REPORTS TO: Director of Philanthropy

OVERVIEW

The function of the Special Events Coordinator is to work closely with the Director of Philanthropy and volunteer committees to successfully plan and execute the fundraising events of the National Kidney Foundation of Arizona.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- Directly responsible from creation to post-event follow up for special events (i.e. NKF Golf Classic, Phoenix Kidney Walk, and other fundraising events) as assigned by Director of Philanthropy
- Identify, cultivate, solicit, and steward sponsors and supporters for events to meet fundraising goals
- Abide by budgets for special events to meet or exceed revenue goals and adhere to strategic plan for department
- Recruit, coordinate, support and motivate volunteer event committees and day-of volunteers
- Increase participation, revenue, and awareness for NKF AZ events
- Manage relationships and record in constituent database
- Assist with other department events and tasks as needed and assigned. (i.e. attend health fairs or third party events, create event signage, execute direct mail campaigns)
- Maintain strong, positive communications with committee chairs and committee members; provide accurate unbiased and complete information to members in timely manner
- Schedule meetings, prepare agendas, minutes and handle other administrative responsibilities in a timely fashion
- Track and analyze timelines and benchmarks to determine true event and donor engagement towards meeting overall goals

MINIMUM QUALIFICATIONS:

- Minimum 3 to 4 years successful event coordination and fundraising experience, preferably with a nonprofit organization and/or executing golf tournaments or walk-a-thon events
- Increased work load and long days required around events, including some evenings and weekends
- Team player who is self-motivated, high-energy, and enthusiastic
- Creative thinker who meets challenges with innovation and resourcefulness
- Strong organizational and decision-making skills
- Must have the highest level of service excellence, leadership capabilities, accountability, and superior stewardship
- Strong multi-tasking skills
- Believes in the mission and values of NKF AZ and in accordance with the Employee handbook always maintains appropriate professional behavior
- Ability to work within approved budgets, developing & implementing cost saving measures
- Exhibit confidence in self and others, inspiring and motivating others to perform well
- Respects and maintains confidentiality at all times
- Strong verbal and written skills, comfortable talking on the phone
- Computer skills in Microsoft Office and Desktop Publishing
- Experience with Blackbaud Raiser's Edge strongly preferred
- Must have valid drivers license and own vehicle, and be able to travel
- Ability to lift at least 20 pounds
- Access to a cell phone

Position Type: Full time, benefits