



United Way of
Northwest Vermont

Donor Relations and Events Coordinator

Position: Donor Relations and Events Coordinator

Report to: Workplace Donor Relations Manager

Objective: The Donor Relations and Events Coordinator will work alongside the Workplace Donor Relations Manager and others to identify, develop and maintain high quality relationships with individuals within affinity groups such as Women United (WU) and Emerging Leaders United (ELU) to attract and sustain resources to support United Way of Northwest Vermont's (UWNWVT) strategic direction and community impact initiatives. This role has tremendous responsibility for event planning within the department. This position is the lead in producing events from conception through completion. Responsibilities include providing outstanding customer service and organizing memorable events that meet quality expectations.

The ideal candidate must be customer focused, data-driven, innovative, and results oriented. They must believe and exemplify United Way of Northwest Vermont's mission, vision and values.

Essential Duties and Responsibilities include the following:

- Work with staff and community partners to identify their needs and to ensure customer satisfaction when coordinating events
- Propose ideas to improve provided services and event quality
- Organize facilities and manage all event's details such as decor, catering, entertainment, transportation, location, invitee list, special guests, equipment, promotional material, etc.
- Ensure compliance with all applicable insurance, legal, health and safety rules and requirements
- Specify staff responsibilities and coordinate their activities
- Work with marketing and communications to promote and publicize event
- Proactively handle any issues and troubleshoot problems on the event day
- Develop expected event outcomes, purpose and intended audience
- Conduct pre- and post- event evaluations
- Report on event outcomes to measure impact
- Provide the "ideal experience" for the active community investors by promptly handling inquiries, valuing donor gifts regardless of the size.
- Manage donor data efficiently and accurately.

- Maintain a current understanding of and be able to articulate, UWNWVT's community impact model, including the relevance of program funding, volunteer mobilization, community collaboration and engagement, and strategic initiatives. Participate in internal and external efforts to gain and keep current such understanding.
- Attend all WU and ELU meetings as staff support, providing guidance and information as needed, managing the details of related events and other community outreach efforts.
- Cultivate and develop new relationships with individuals and organizations to raise and leverage both financial and non-financial resources to achieve UWNWVT organizational goals.
- Participate in community and civic activities or organizations to increase networking and public awareness of UWNWVT.
- Conduct operations effectively and efficiently and interact in a positive way to promote a cooperative spirit within the UWNWVT organization.
- Other duties as assigned.

Direct Supervisory Responsibilities: None

Qualifications: The following requirements are representative of the knowledge, skill and/or ability required to satisfactorily perform the essential job duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. In addition, the representative must have:

- Minimum of two years experience in Event Planning;
- Proficiency of MS Office;
- Excellent verbal and written communication skills;
- Understands the value of personal relationships in the business environment;
- Has rapport with a wide range of people at varying levels in the organization;
- Maintains composure in potentially stressful or difficult situation.