



POSITION DESCRIPTION

TITLE: Benefit Events Coordinator

RESPONSIBILITIES:

1. Work closely with the Director of Development, Development team, and EEH leadership to leverage benefit events to grow awareness of and funding for EEH.
2. Responsible for the planning and implementation of EEH's benefit events and other fundraising initiatives as required.
3. Coordinate and oversee all aspects of benefit events fundraising activities in alignment with annual fundraising goals.
4. Oversee all logistical details including vendor selection and negotiation, income and expense reporting.
5. Develop and implement benefit events donor acquisition, retention, and stewardship strategies in collaboration with volunteers and staff leadership.
6. Oversee volunteer fundraising committees to drive event success and growth.
7. Grow corporate partnerships to increase event sponsorships and build new donor bases.
8. Support the growth of EEH's mid-level and major gifts pipelines through donor identification and engagement. The Benefit Events Coordinator will be responsible for managing a unique donor portfolio.
9. Develop engagement strategies for new and existing donors.
10. Collaborate with EEH's Community Relations Coordinator to create effective messaging and marketing strategies, including print, digital, social media, and press opportunities, and to ensure alignment with organization-wide messaging strategies
11. Use RENXT to track relationship management, event outcomes, benchmarking, prospect research, etc.

QUALIFICATIONS:

1. Possess excellent verbal and written communication skills.
2. Strong organizational skills and attention to detail.
3. Strong interpersonal skills and the ability to work well with colleagues, donors, volunteers, and community members.
4. Excellent time management and problem-solving.
5. Knowledge of the nonprofit sector and regulations, especially regarding charitable donations.
6. Enthusiasm for relationship building.

PROFESSIONAL REQUIREMENTS:

1. Bachelor's degree in a related field
2. Minimum of three years' experience in development, event planning, community relations or public relations. Proven track record of meeting fundraising goals.
2. Previous experience in the healthcare sector preferred.
3. Knowledge of Blackbaud RENXT or other CRM.
4. Strong use of Microsoft, Adobe, and web-based tools.

SALARY: \$ 65k-80k per year

TO APPLY: Please send resume and cover letter to Chrissy Atwell-Bacchus, HR Coordinator catwell@eeh.org