

The George Pocock Rowing Foundation is looking for a full-time, **Events and Development Coordinator** who is a well-organized, detail-oriented team player who wants to work with a community passionate about the sport of rowing. This position reports to GPRF's Development Director.

Responsibilities include:

Event Support

Build effective ongoing relationships with community, businesses and other organizations in support of short- and long-term fundraising goals.

Lead the execution of five large events annually and multiple smaller events annually. Manage multiple events simultaneously to maintain established timelines.

Manage guest services for events ranging from 20 to 700 guests including guest lists, intake of guest RSVPs using online registration system, customer service (phone and email), invitation timeline coordination, seating plans and internal communication about guests.

Identify, select, and assist in event logistics such as vendor contracts, catering, menu selection, parking, musicians & entertainment, photography, transportation, parking, security, décor, audio/visual, and more. Work with and manage event volunteer committees. Effectively manage the procurement of event supplies, equipment, and other event necessities.

Lead set-up of events, including rentals, signage installation, event supplies, and décor. On event days, manage the running of the event and direct staff and volunteers, event set-up and breakdown. This will require odd hours (including evening and/or morning meetings) and occasional weekend days.

Recruit volunteers and coordinate their involvement with clear communications.

Work collaboratively with Communications Coordinator to develop content and design event-related communications materials and e-newsletters. Leverage all aspects of the GPRF's website and social media assets to increase attendance at fundraising events and participation in corporate rowing.

Other Duties (Donation Processing and Donor Communications)

Assists Executive Director and Director of Development in maintaining consistent communication and engagement with members of the GPRF donor and volunteer community.

Manage donor database (Little Green Light CRM software), process gifts and generate reports as needed. Update invitation and address lists, prepare invitations, envelopes, nametags, thank you letters, and record event attendance. Handle RSVPs and respond to telephone and email inquiries about events.

Arrange for all donations and gifts to receive appropriate acknowledgement in a timely manner.

Ensure data on guests and the event occurs to allow for analysis of the event. Develop, implement, and update procedures to ensure consistency in data collection, analysis, organization, and presentation of data.

Other duties as assigned

KEY COMPETENCIES

1+ years of coordinator experience in organizing events, office administration or a relevant field combining organization details with customer service.

Must have the ability to effectively communicate clearly in interactions with others in all forms of communication.

Able to build and maintain positive, professional relationships and actively contribute as a member of the GPRF team to achieve results.

Takes responsibility for meeting goals, objectives, obligations, and solving problems while representing the mission values of the Foundation. Ability to work independently, without close supervision.

Proficiency working with Little Green Light or other Customer Relationship Management programs.
Proficiency working with Microsoft Word and Excel for the generation of correspondence, special reports, spreadsheets, and forms.

Able to obtain, analyze, and evaluate information effectively in the face of competing priorities. Makes appropriate decisions based on relevant information and experience. Able to size up a situation, balance reason and the interest of others, and act in a decisive, timely, and appropriate manner.

High attention to detail.

Strong problem-solving, organizational, and planning skills.

Ability to maintain confidentiality.

Willingness to help coworkers accomplish projects.

Driver's License and ability to drive a large pickup truck.

Ability to lift 40 pounds if needed.

Flexible work hours and the ability to work weekends.

The George Pocock Rowing Foundation is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, protected veteran or disabled status, or genetic information.

Applications:

Please send cover letter and resume to Patty Finney at HR@pocockfoundation.org.