

To apply, send letter and cover letter to careers@seethegirl.org, with subject line 'Event and Development Coordinator'

Delores Barr Weaver Policy Center Position Description

Position Title: Event and Development Coordinator

Purpose of Position

The purpose of this position is to lead all special events and support fundraising goals of the Policy Center.

Reports to: Director of Development

Essential Functions

Events

- Plans and executes all Policy Center's unforgettable events which include donor appreciation event, trainings, fundraisers, community briefings, and leadership council meetings, which includes: Identifying venues, selecting vendors, maintaining event budget, developing programs, coordinating speakers, preparing event production schedules, and leading team members in event execution
- Design invitations and marketing materials for events and disseminates
- Collect event RSVPs and correspond with guests before and after events
- Assess events and make recommendations for improving future events

Development

- Track and monitor philanthropic requests, pledges, and contributions
- Manage and maintain donor database, including data entry
- Supports execution of fundraising and development plan goals and objectives
- Regularly runs reports on outstanding pledge commitments and donor prospects in order to schedule cultivation touchpoints for the Director of Development
- Copies/ edits grant proposals, grant reports, and cover letters
- Prepares electronic newsletters and supports dissemination of information about the Policy Center to funders, policymakers, community partners, research institutions, and media outlets
- Maintains Policy Center's archive of media coverage, presentations, awards received, and trainings
- Vets all Policy Center PowerPoint presentations to ensure branding guidelines are followed
- Conduct research, analyze data, and compile reports on current or prospective donors

Required Knowledge, Skills, and Abilities

Organizational:

- Understanding of Girl-Centered Principles – Understands girl-centered principles and is willing to grow in knowledge of these principles
- Growth-Mindset – Receptive to feedback, willing to learn, embraces continuous improvement
- Solution-Oriented – Brings possible solutions when presenting obstacles or challenges to supervisor
- Collaborative – Seeks input and buy-in from girls, teammates, and external partners as appropriate

Individual:

- Extremely detail oriented with ability to retain information
- Quick learner
- Adaptable and flexible
- Well organized
- Proficient in copy editing
- Experienced with MS Word, Excel, PowerPoint
- Comfortable with technology and learning new technology

Supervisory Responsibility

This position may be assigned to supervise staff and/or volunteers, depending on departmental need.

Work Environment/Physical Demands

This position operates in multiple environments, including professional offices, locked detention facilities, schools, and community sites with varied levels of accessibility. This role routinely uses standard office equipment such as computers and phones and transports supplies such as books, art materials, and food.

Position Type/Expected Hours of Work

This is a full-time position. The nature of the work sometimes requires employee engagement outside of traditional office hours, including evenings and weekends.

Travel

This position requires regular travel throughout the Jacksonville metro area and surrounding counties, and may include travel throughout the state of Florida and nationally.

The individual who fills this position must have a valid driver's license and will be required to maintain personal auto liability insurance while employed with the Policy Center.

Required Education and Experience

1. Bachelor's Degree in communication or related field
2. A competitive candidate will demonstrate experience in:
 - a. Event planning

- b. Non-profit
- c. Development
- d. Donor management software

Individuals with an equivalent combination of education and experience may be considered for the position.

Preferred Education and Experience

Professional experience in event planning, fundraising, and/or communications.

Work Authorization/Screening Requirements

This employer participates in E-Verify. Upon offer and acceptance of employment, DBWPC will provide the federal government with the hired individual's Form I-9 information to confirm that the individual is authorized to work in the U.S.

The employee who fills this position is required to complete fingerprint-based AHCA Clearinghouse background screenings for the Florida Department of Juvenile Justice (Caretaker) and the Florida Department of Children and Families (Mental Health.)

AAP/EEO Statement

The Delores Barr Weaver Policy Center is committed to building a diverse staff that reflects the populations served by its programs. We strongly encourage applications from qualified individuals of color and qualified individuals who identify as lesbian, gay, bisexual, transgender, and/or gender non-conforming.

DBWPC, Inc. is an equal opportunity employer and does not discriminate in the terms, conditions, or privileges of employment on account of race, age, color, sex, religion, national origin, gender, sexual orientation, gender identity, gender expression, marital status, age, veteran status, physical or mental disability, or otherwise as may be prohibited by federal and state law. DBWPC, Inc. complies with applicable federal, state, and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Other Duties

This job description is not intended to contain a comprehensive listing of the duties and responsibilities that are required of the employee who fills this position. Duties and responsibilities may be adjusted at any time to best fit the needs of the Policy Center.