



Safe Place FOR PETS

Job Description

Position Title: Fundraising Events Coordinator

Position Summary: The Events Coordinator is responsible for the management and coordination of fundraising events and develops relationships with businesses, individuals and organizations interested in supporting Safe Place through events, activities and donations. This volunteer abides by and actively supports the mission and values of Safe Place for Pets. The Events Coordinator will be supervised by the Development Coordinator.

Tasks include:

- 🐾 Works in coordination with the Development Coordinator to execute events including obtaining sponsorship and solicitation of gifts and donations.
- 🐾 Research, propose and secure possible venues for events based on budget, accessibility, target audience and availability.
- 🐾 Maintain oral and written contact with members of the board and various stakeholders within Safe Place for the purpose of the exchange of information to provide progress reports regarding event planning, executed events and to coordinate events.
- 🐾 Through events, increases the visibility of the Safe Place mission, programs and activities and helps maintain good public relations with donors and prospects.
- 🐾 Develop collaborative partnerships with other community organizations, businesses, donors and individuals.
- 🐾 Maintain master event files, calendar and documentation to aid in planning and executing future events.
- 🐾 In coordination with the Development Coordinator and/or Board of Directors, develop and manage budgets for all events.
- 🐾 Help develop, coordinate, maintain and implement the annual fundraising plan.
- 🐾 In coordination with the Marketing Coordinator and Social Media Coordinator, orchestrate and execute event marketing and outreach.
- 🐾 Turn all hours worked into Volunteer Assistant on a monthly basis.

Volunteer Name (print): _____

Volunteer Signature: _____ Date: _____

Safe Place Representative: _____ Date: _____