



Project Angel Heart Seeks Events Specialist

Come join one of Colorado's most loved community organizations and be part of a team that is changing the lives of thousands of people living with severe illness!

Organizational Purpose: Our vision is for all Coloradans living with severe illness to have access to nutritious food that supports their health and well-being. To that end, we compassionately deliver comfort and support through high-quality nutrition services, including medically tailored meals, while also advocating for the principles of "Food is Medicine."

Position Summary: The Events specialist is at the center of our community and donor engagement work, helping the development team motivate our volunteers and supporters to advance the mission of Project Angel Heart. This position oversees all of our pre-event, on-site, and post-event functions and is supported by a team of development, communications and marketing professionals.

Amount of Time and Status: Full-time, exempt; 40 hours per week, including evenings and weekends as necessary

Reports to: Vice President of Development

Compensation: Project Angel Heart offers competitive benefits, including comprehensive health insurance options, long-term disability and life insurance, medical, parental, and family leave benefits, generous paid time off, wellness and meal benefits, employee assistance and perks programs, and matching retirement fund after one year of employment. Pay range is \$50,000-\$57,000 commensurate with experience.

Essential Responsibilities Include:

- Designing and executing high quality community engagement and fundraising events that bring our Colorado community closer together while supporting people living with severe illness.
- Leading our three signature events: Dining Out for Life®, Pie in the Sky, and A Taste for Life to achieve annual fundraising goals while supporting pop up events and live cooking demos (among others).
- Managing all event logistics and budgets including, but not limited to, project management, securing and tracking ticket sales, auction items, day-of logistics, managing vendors, securing in-kind donations of event goods and services, etc.
- Overseeing and coordinating all aspects of third-party events and activities, including serving as the Project Angel Heart liaison for preparation and attending on behalf of the agency when necessary
- Overseeing and coordinating agency stewardship events recognizing donors, and giving clubs and other agency celebrations or engagements
- Managing event specific peer-to-peer and e-commerce fundraising databases as they relate to events/development in conjunction with Marketing Coordinator and Database Administrator
- Creating and presenting appropriate pre- and post-event analysis of all events, including debrief meetings and detailed reports for both internal and external audiences
- Building strong and lasting relationships with event partners, vendors, volunteers, in-kind partners, and other key stakeholders

Updated 02/2022

- Supporting the Volunteer Resources department with volunteer recruitment, training and management of event-specific volunteers, and a volunteer auction committee.
- Maintaining accurate donor information in the Raiser's Edge database program
- Create and execute an events promotion strategy in collaboration with the Corporate Partnerships Officer and Director of Marketing & Communications to ensure effective marketing of agency events through media sponsorship, event advertising, and high-quality promotional materials
- Working non-standard business hours (nights and weekends) when required
- Other duties as assigned

Preferred Qualifications:

- Goal-oriented with a high level of energy, enthusiasm, and dedication to the mission of Project Angel Heart
- Dynamic self-starter with a results-oriented attitude and impeccable attention to detail
- Undergraduate degree from an accredited educational institution in business administration, non-profit management, public relations, or hospitality management, or equivalent experience
- Minimum two years event management and/or fundraising and marketing experience in a non-profit setting mandatory
- Preferred 2 years of experience supervising and training staff and/or volunteers for events
- Experience managing silent and live auctions
- Proficiency in using a fundraising database; Raiser's Edge, Luminare and TeamRaiser experience strongly preferred
- Mastery of Microsoft Word, Excel, and PowerPoint
- Exceptional listening, problem-solving, relationship-building skills
- Excellent written and verbal communications skills
- Must possess excellent organization skills in addition to time and information management
- Ability to prioritize and perform multiple tasks with urgency
- Comfortable in a high demand, fast-paced environment
- Willingness and ability to work with and honor diverse populations
- Valid Colorado driver's license and own transportation required

Working Environment/Physical Activities

Work environment is an office setting. Physical activities include sitting at desk and working on a keyboard and computer several hours a day; conducting business over the telephone, and using a printer and copy machine. This position also requires the ability to regularly conduct on-site visits with potential funders and vendors, drive a vehicle, and move agency materials of up to 45 pounds (sometimes in and out of a vehicle). This position also requires the ability to enunciate clearly, project voice to groups of 20 or more, and interface professionally with the public.

Application Procedure:

Please submit resume and cover letter via e-mail only to jobs@projectangelheart.org. No phone calls please. Cover letter must outline why you are interested in this job and working at Project Angel Heart. Project Angel Heart values diversity and inclusivity, and is thus always looking to diversify our staff with an eye toward race and ethnicity, sexual orientation, gender, age, among other areas. Candidates who bring such diversity are encouraged to apply. Target start date: Immediately.

Effective 9/20/2021, Project Angel Heart requires all staff to be vaccinated against COVID19. Applicants will be asked to show proof of vaccination.