



## **EVENTS & STEWARDSHIP ASSOCIATE**

Status: Part-time

Salary range: \$20-\$25

Benefits: Holiday & sick pay

Closing: August 25, 2023

Reports to: Executive Director

**Please send Cover Letter & Resume to [info@unitedwaygraysharbor.org](mailto:info@unitedwaygraysharbor.org)**

United Way of Grays Harbor is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. United Way of Grays Harbor makes hiring decisions based solely on qualifications, merit, and business needs at the time.

### **POSITION SUMMARY:**

- The Events & Stewardship Associate under the supervision of the Executive Director and in partnership with United Way Committees, supports the overall management and implementation of strategy, planning, and execution of supporter engagement opportunities, including but not limited to in-person events, and engagement opportunities.
- The Events & Stewardship Associate is a highly collaborative, proactive, resourceful self-starter who plans and facilitates events and donor stewardship activities that effectively build the brand recognition and relationships that are crucial to accelerating engagement in and support of United Way of Grays Harbor's commitment to the community we serve. Like all employees at United Way, the Events & Stewardship Associate is expected to collaborate with all team members and remain committed to United Way of Grays Harbor mission, goals, and values.

### **PRIMARY DUTIES & RESPONSIBILITIES**

#### **Event Planning:**

- In collaboration with the Executive Director, plan and execute United Way of Grays Harbor Annual Gala, Tee it Up for Tots Annual Golf Tournament, and donor stewardship events.
- Manages United Way's auction, including procurement and packaging of auction items, setting up the style and look, creation of online auction promotions, registration for ticketing, charging of credit cards, updating the system as needed, and reporting.

- Develops and manages coordination of events including event rehearsals, event planning meetings, and day of event execution and logistics.
- Supervise logistics and assist in creative ideation for fundraising events, and donor stewardship events
- Solicit vendor proposals and manage vendor relationships (e.g., master of ceremonies, catering, rentals, photographers, printed materials).
- Trains and coordinates volunteers (e.g., recording, runners, registration, accounting).
- Maintains an internal event calendar with timelines to make certain that adequate planning and preparation time is included for each event.
- Secures in-kind donations of goods and services, when appropriate.
- Consistently and accurately reports progress of events and fundraising results to the Executive Director, appropriate committees, and Board of Directors
- Works in coordination with other departments, volunteers, and board members to ensure successful United Way events and engagement opportunities.
- Attends all committee meetings as needed.
- Attends United Way Board meetings, as requested.

#### **Donor Stewardship:**

- Responsible for the research, identification, cultivation, and stewardship of existing and potential United Way donors and sponsors to meet fundraising goals.
- Manages the development and implementation of innovative recognition opportunities, materials, and events focused on donor and sponsor stewardship.
- Ensures that programs are in place for all donors and sponsors to receive appropriate, consistent recognition and accounting of the impact of their gifts.
- Cultivates and manage positive relationships with gift-in-kind donors that result in sponsorships and other annual gifts (e.g., converting auction item donors into annual event sponsors).
- Attends as needed, donor and sponsor calls/meetings to ensure a growing base of support for the organization.
- Strives to understand the needs and interests of donors to develop relationships between them and United Way of Grays Harbor
- Represents United Way of Grays Harbor, as appropriate at community events and programs.

#### **Marketing and Communications:**

- Works closely with Marketing & Communications Associate to create event-related social media plan and calendar.
- Maintains annual events and engagement calendar for Marketing & Communications.
- Works with team to create event materials, digital/website copy, and supervise mailings for events.
- Collaborates with the Marketing & Communications to develop and review video content for fundraising events and giving campaigns, as needed.
- Regularly communicates with and serves as primary contact when needed, for donors and supporters on matters related to events and engagement activities.

#### **Admin and Finance:**

- Manages and updates data in the donor system database. Responsible for capturing event participation, including invitees, attendees, giving, and post-event feedback.

**Other Responsibilities:**

- Stays informed of trends, venues, and technologies related to in-person and events.
- Maintains strong relationships with external collaborating partners, boards, and staff.
- Performs other tasks as assigned.

**PREFERRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- Skilled at cultivating and maintaining relationships with people at all levels of an organization—both internal and external—across a diverse range of cultural, generational, ethnic, educational, and social backgrounds.
- Forward-thinking abilities, as well as proven project and volunteer management skills.
- Solid verbal, written, proofreading, editing, and presentational skills.
- Excellent attention to detail in all matters.
- Proficiency in developing and maintaining measurement or assessment tools for collecting and analyzing impact and effectiveness of events.
- Ability to manage simultaneous, multiple projects, establish priorities, and meet deadlines.
- Computer proficiency, including Microsoft Office, including Outlook, Word, and Excel.
- Ability to learn and/or have a working knowledge of fundraising, event management, and other database software programs.

**QUALIFICATIONS, EDUCATION AND EXPERIENCE:**

- Must possess a minimum of two (2) years of nonprofit (or similar) event coordination, development, or related fundraising support work.
- Demonstrated success in external relationship management, vendor management, and volunteer coordination.
- Experience in communications or community relations preferred.
- Experience basic website/webpage development or digital communications preferred.

**WORKING CONDITIONS:**

- An Events & Stewardship Associate position may require work in addition to the standard work week in the lead up to and day of events which may occur outside of the normal workday and/or on weekends.
- Prolonged periods of remaining in a stationary position in an office setting and constantly operating a computer.
- Ability to observe details at close range during computer use and document review.
- Repetitive use of hands and wrists on computers and telephones.
- The ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.
- Ability to stand for prolonged periods and to assist with event setup, lift and set up chairs, tables, and other items up to 40 lbs. at a time.
- Reliable transportation and valid Driver's License
- May require occasional travel.
- The person in this role must be able to perform the essential functions with or without an accommodation.