



450 Woodland Ave, Bloomfield, CT 06002-1342
Phone (860) 286-9999 / Fax (860) 286-7860

Job Posting – July 2015

Title: Fundraising Events Specialist

Position Summary: Foodshare seeks a **Fundraising Events Specialist** for our Development Team. The qualified candidate will be responsible for devising a strategic and comprehensive fundraising special events plan. This individual will serve as the primary coordinator for Foodshare's Walk Against Hunger, Turkey and a 30 Campaign, and Outside Events programs.

Responsibilities:

- Develop comprehensive fundraising special events strategy for the entire organization.
- Conduct efficient and effective events.
 - In collaboration with senior management and stakeholders, define scope, goals, and deliverables for all events. Define success criteria and ensure dissemination to involved parties.
 - Develop supporting logistical plans and associated internal communications tools. Plan and schedule event timelines and milestones. Develop and manage event-specific budgets. Track logistical milestones and deliverables.
 - Produce regular reports to track progress to logistical goals; monitor and interpret results for review by Director of Development.
 - Build, develop, and grow relationships vital to the success of the events. Liaise with event stakeholders on an ongoing basis throughout the event lifecycle.
 - Evaluate each event and create recommendations for improving future events.
- Secure revenue.
 - Develop fundraising goals with the Director of Development for each event; produce regular reports to track progress; interpret results for review by Director of Development.
 - Identify, solicit, secure, and maintain donor and sponsor support for events. Oversee stewardship of event sponsors.
 - Devise and execute a third-party event plan that maximizes revenue and minimizes staff involvement.
- In collaboration with the Communications Department, educate the community about Foodshare's mission and ongoing work regarding the issue of food insecurity in our region.

Education and Experience:

- Bachelor's degree in relevant field preferred.
- Three to five years of related experience, including project planning and execution.
- Must have a proven track record of special event planning, general fundraising, and strategic and collaborative relationship-building.
- Strong communication and presentation skills a must.

Key Skills:

- Proficient with Microsoft Office programs, including Excel and Outlook.
- Raiser's Edge knowledge preferred.
- Budget and project management experience required.
- Ability to handle multiple tasks and meet deadlines; excellent organizational skills.
- Ability to work with people from a variety of backgrounds.

Other:

This is a full-time hourly position generally working Monday through Friday from 8am to 4:30pm.

To apply please submit a resume, cover letter and salary requirements:

HFDhiring-024@foodshare.org

No phone calls please.

Foodshare is an Equal Employment Opportunity and Affirmative Action Employer.

Foodshare maintains a drug-free workplace.