



The Rescue Mission, Founded in 1903

The Rescue Mission is a client-centered ministry. We seek employees who have made a commitment to Jesus Christ as Lord and Savior.

Our Mission Statement: “To provide through the power of Jesus Christ, a home for the homeless, food for the hungry and hope for their future.”

Our Vision: “To transform lives through the love of Jesus Christ.”

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|------------------------|--------------------------------------|-----------------------|---------------------------|
| Job Title: | Donor Relations & Events Coordinator | Department: | Donor Relations |
| Location: | 404 E. Washington | Reports to: | Sr. VP of Donor Relations |
| Classification: | Hourly | Creation Date: | 6/10/2021 |

Summary/Objective

The Donor Relations & Events Coordinator assists the Sr. VP of Donor Relations, Director of Events, Director of Donor Relations and Foundation staff with the management and administrative aspects of all marketing and fundraising activities, including direct mail appeals, internal and external events, peer-to-peer, call, text and email campaigns. This position provides administrative support and works collaboratively with the Donor Relations team and Foundation staff to deliver high-level donor engagement and quality donor experiences. The Donor Relations & Events Coordinator interfaces with individual donors, businesses, foundations, volunteers, board members and staff and provides high-quality interactions that foster long-term engagement and investment in The Rescue Mission. The Donor Relations & Events Coordinator should be energetic and enthusiastic and have the heart of a servant in accordance with Colossians 3:23 “Whatever you do, work at it with all your heart, as working for the Lord, not for human masters.”

Essential Functions

- Coordinates and schedules external speaking engagements and community events, and maintains the Event and Donor Relations department calendars
- Assists the Director of Events & Donor Engagement with management of event invitation lists, attendance lists and seating assignments, oversight of the event check-in process, as well as post-event management of donor attendance records and donor appreciation/acknowledgement
- Works with Donor Relations team and Foundation staff in fostering and tracking individual, corporate and organizational monetary and in-kind support for sponsorships, auctions, fundraising activities, event marketing and outreach
- Performs other administrative duties including but not limited to, recording and transcribing department and committee meeting minutes, managing event ticket sales, coordinating with event and fundraising vendors, tracking invoices and budgets, scheduling meetings and reserving meeting rooms,

Other Duties

- Attend quarterly All Staff meetings.
- Job performance should demonstrate The Rescue Mission’s Core Values, Organizational Integrity, Organizational Unity and Organizational Effectiveness.
- Perform other job-related duties as assigned.

Education Training and Experience

- Bachelor’s Degree in nonprofit management, marketing, public relations or communications required.

- Must have one (1) to three (3) years of experience in non-profit environment in the areas of donor relations, fundraising, events, public relations or marketing support.

Knowledge Skills and Abilities

- Advanced computer skills with solid Microsoft Office Suite skills, including high comfort level in Excel, Teams, PowerPoint, Internet and email
- Experience with Customer Relationship Management (CRM) systems, fundraising or event software preferred
- Strong analytical and problem-solving skills
- Excellent written, verbal, and interpersonal communication skills.
- Excellent organization and time-management skills
- Self-motivated, self-starter and detail-oriented with the ability to manage multiple assignments simultaneously; strong interpersonal communication skills and ability to work quickly with direction and without close supervision
- Ability to follow precise multi-step procedures, prioritize multiple complex tasks, and meet deadlines
- Ability to work with individuals of various socio-economic, ethnic, and racial populations
- Ability to comply with personal and business requirements and expectations as detailed in the Employee Handbook

Physical Demands

Please refer to the ADA Checklist on file for this position to determine the general physical requirements, physical activities, visual acuities and working conditions of this position.

Conclusion

The job description is not an exhaustive list of all job functions. Employees may be required to perform additional job functions as assigned. The company reserves the right to revise the job description at any time. In addition, the job description is not a contract of employment. Employment with The Rescue Mission is at-will. Employees must be able to perform the essential functions of the position satisfactorily. If requested, reasonable accommodations may be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship.

Employee Acknowledgement

I have received, reviewed and understand the job description for the Donor Relations and Data Services Coordinator. I further understand that I am responsible for the satisfactory completion of the duties described therein.

Employee Signature: _____

Date:_____

Human Resources Signature: _____

Date:_____

Original: Human Resources

Copies: Employee
Supervisor