



Events Coordinator

Our Culture

We believe in harnessing the power of diversity to create a culture of belonging where all individuals are celebrated and valued for their unique ideas, perspectives, and strengths as a means to achieving personal excellence and organizational success.

Our Values

Lead the Pack: Commit to excellence in all we do

Be the Person Your Dog Thinks You Are: Demonstrate integrity to build trust

Work Together, Wag Together: Achieve shared goals while having fun

Keep our Dogs in a Row: Steward all resources efficiently and effectively

Unleash the Power of Diversity: Foster a diverse, equitable, and inclusive organizational culture

The Purpose of Your Role

Assist our organization in improving business operations, strengthening relationships with clients, donors and volunteers, streamlining development processes, sustaining organizational growth, researching and identifying funding opportunities, and promoting the organization's mission and values to external stakeholders. The ideal candidate for this role should possess excellent networking abilities, superior people skills, exceptional communication skills, and outstanding organizational and time-management skills. Reports to Deputy Director of Philanthropic Partnerships.

The Skills You Bring

- Passion for helping individuals
- Unwavering dedication to volunteers
- Desire to learn
- Adaptability
- Attention to detail
- Problem-solving skills
- Flexibility
- Ability to multi-task
- Effective communicator
- Team player
- Proficiency in Microsoft Word, Excel, and Outlook.
- Knowledge of customer relationship management software (CRM)
- Willingness to learn dog training techniques in accordance with FSD and Assistance Dogs International standards
- Love of dogs

Our Investment in You

- Competitive Salary: \$25 - \$28 / hour
- Medical, dental, and vision insurance covered in part by FSD
- 401k plan with company match
- 14 Holidays & Generous Paid Time Off
- Professional Learning Opportunities
- Wagging tails, dog kisses, and puppy breath

The Work You Will Do

The essential functions listed below are intended only as illustrations of the various types of work that may be performed; the omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to be completed by the position:

Events and Third-Party Fundraisers

- **Work with Deputy Director of Philanthropic Partnerships to coordinate FSD's annual special events (Diamonds in the Ruff, Faces of Freedom - Denver and Midland), including but not limited to the following tasks:**
 - Management of various event vendors before and during the event.
 - Solicit auction items
 - Organize event committee, including running meetings, creating meeting agendas and sending recap emails
 - Take the lead on day-of-event needs and coordination of event committee volunteers
 - Order event-related supplies and giveaway items
 - Cultivate new and existing donor relationships at events
 - Manage event registration web pages and registration forms
 - Work closely with the Annual Giving Manager and Development Assistant to ensure accurate data entry of event-related gifts and ensure timely acknowledgement of event sponsors and donors
 - Work closely with Deputy Director of Philanthropic Partnerships, Director of Communications and Marketing Coordinator to create all printed and digital event collateral; run-of-show and script, ensure sponsorship fulfillment as promised; and provide input on marketing and publicity for each event.
- **Assist with larger third-party events and partnerships (>\$10,000), and manage smaller third-party events and partnerships (<\$10,000), including but not limited to the following tasks:**
 - Collaborate with Community Engagement Coordinator, Deputy Director of Philanthropic Partnerships, and Volunteer Manager to evaluate new prospects in order to determine viability for partnership and which department(s) should or should not be involved.
 - Manage relationships by procuring MOUs
 - Work with Marketing Assistant to promote partnership via social media, website, etc.
 - Coordinate with Volunteer Manager and Community Engagement Coordinator to source volunteers to attend events on our behalf when necessary.
 - Provide marketing collateral and other resources, including creating graphics, fliers, and social posts when applicable.
 - Attend in-person events and/or virtual events (sometimes on evenings and weekends), and be willing to do so with a service dog/puppy in training
 - Give presentations and service dog demonstrations at events
 - Follow up post-event to ensure receipt of donation and thank you
 - Perform ongoing cultivation and stewardship of all smaller third-party fundraising partners
 - Create and maintain a third-party fundraiser tracking system to monitor revenue

Development

- Give informational presentations and service dog demonstrations to visitors, as needed, at FSD facility
- Assist in stewarding relationships with donors and community partners
- Implement tools to increase peer-to-peer fundraising revenue as appropriate

- Meet short- and long-term fundraising goals to meet the fundraising goals of the Organization

Other

- Participate in continuing education related to mental health, animal-assisted therapy, veterans, client needs, and dog training.
- Assist with dog care, kennel care, kennel cleaning and playgroups for dogs-in-training, as needed.
- Drive company vehicle to transport dogs, event supplies, or other needs of the organization.
- Other duties as assigned.

Supervisory Responsibility

Responsible for training, assigning tasks to, and monitoring event committee volunteers, as well as the Development and Communications Intern, when applicable.

Work Environment

This job operates in both a professional office environment and in dog kennels and surrounding areas. The noise level in the office work environment is usually moderate. The noise level in dog kennels can often be loud. The location is a non-smoking environment.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, keyboards or controls; reach with hands and arms; and talk or hear. The employee is expected to communicate frequently with others. The employee is frequently required to stand and bend. The employee is occasionally required to walk; escort visitors in or around the office; climb or balance; go up or down stairs; and stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 10 pounds. This includes the ability to retrieve and distribute files, written documents or office supplies and ability to retrieve and replace objects.

The employee must have the ability to bend, stretch, and lift and replace files and books from drawers and shelves; rapidly use printers, computer equipment, copy machine, and other general office machines.

This job requires occasional handling dogs in training of up to 100 pounds on and off leash.

Position Type and Expected Hours of Work

This is a full-time, exempt position consisting of approximately 40 hours of work per week. Regular days and hours of work are Monday–Friday, 8:30 a.m. to 5:00 p.m. These hours may be adjusted depending on the needs of the organization. This position will require working some weekends, evenings and holidays, and being open to working additional shifts on an as-needed basis. This position is supervised by the Deputy Director of Philanthropic Partnerships.

Travel

Local and some out-of-state travel is expected.

Required Education and Experience

- Bachelor’s degree in communications, marketing, business, or related field.

- Outstanding written communication and presentation skills.
- Friendly, enthusiastic, and a positive attitude.
- Strong knowledge of social media and other basic marketing platforms.
- Detail oriented with the ability to manage multiple projects at a time.

Preferred Education, Experience, and Competencies

- A minimum of one (1) to three (3) years of experience with non-profit fundraising or event coordination is preferred.
- Experience working with clients who are veterans, have autism-related differences, or experience other neurodiverse or mobility disabilities.

Required Skills and Competencies

Dog and People Interaction Skills:

- Must have an affinity for dogs.
- Must be able to work cooperatively in a team environment.
- Must be able to stay focused despite numerous distractions and multiple tasks.
- Must be a people-oriented person and must be able to work effectively with many types of people.

Language and Communication Skills:

- Ability to communicate effectively with peers, management, clients, partners, donors, vendors, volunteers, and stakeholders.
- Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.
- Routinely utilize advanced English language skills to edit documents and to prepare reports and correspondence, including spelling, sentence structure, syntax, grammar, usage, and the chief aspects of style, such as punctuation, capitalization, abbreviations, plurals, possessives, and compound words.
- Interpersonal skills necessary to communicate and follow instructions effectively with a diverse group of staff and provide information with ordinary courtesy, patience, and tact.

Reasoning Ability:

- Ability to solve practical problems and deal with a variety of situations using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Ability to interpret and apply common-sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to maintain a high level of mental concentration and effort when performing a high volume of analyses and decision-making, as well as other essential duties.

Office Skills:

- Proficiency in Microsoft Word, Acrobat Adobe, Excel and Outlook and typing proficiency.
- Proficiency in using a database system.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

Additional Eligibility Qualifications

Valid, current, state-issued driver's license.

Work Authorization/Security Clearance (if applicable)

Must be authorized to work in the United States.

Other Duties

Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Essential and marginal job duties, responsibilities, and activities may change at any time with or without notice.

Diversity Statement

We believe in harnessing the power of diversity to create a culture of belonging where all individuals are celebrated and valued for their unique ideas, perspectives, and strengths as a means to achieving personal excellence and organizational success.

Equal Opportunity Employment

Freedom Service Dogs is dedicated to the principles of equal employment opportunity in any term, condition, or privilege of employment. We do not discriminate against applicants, clients, graduates, or employees on the basis of race, color, creed, national origin, sex, age, religion, marital status, sexual orientation, gender identity or expression, veteran status, physical or mental disability, or any other status protected by state or local law.

To Apply

To apply, please send your resume and cover letter with the subject line "Events Coordinator" to Nadine Pace, Deputy Director of Philanthropic Partnerships, at NPace@freedom servicedogs.org