

JOB DESCRIPTION

ANNUAL FUND AND EVENTS ASSOCIATE

DEPARTMENT: DEVELOPMENT

REPORTS TO: ANNUAL FUND AND EVENTS MANAGER

POSITION SUMMARY:

This position helps facilitate the success of the development department and assists with the implementation of Annual Fund and Events activities.

ESSENTIAL JOB FUNCTIONS:

Annual Fund

- Lead administrative implementation of appeals
- Assist with donor cultivation and relationship management
- Maintain development communications calendar for organization
- Gather all internal quotes and stories for development purposes

Events

- Coordinate internal administrative processes for events
- Coordinate digital and print materials for events
- Work with event vendors
- Assist Development Director to solicit Corporate Sponsorship

EDUCATION AND EXPERIENCE:

- Bachelor's Degree in Nonprofit Administration, Communications, Marketing or similar fields preferred
- 2+ years related experience, preferably in the nonprofit sector
- Exceptional interpersonal and customer service skills
- Strong organization and detail to attention
- Strong fiscal management and budgeting skills
- Ability to work autonomously
- Proficiency in all Microsoft Office programs, knowledge of donor databases preferred
- Desire to learn about cultivating, soliciting, and securing gifts from individuals and corporations as well as implementing innovative donor stewardship activities
- Embrace the mission and values of LMVNA
- Maintains a positive, professional and respectful attitude.

ANNUAL FUND AND EVENTS ASSOCIATE**PHYSICAL DEMANDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS:**

The conditions herein are representative of those that must be met by an employee to successfully perform the physical demands of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office environment.

Physical: primary functions require sufficient physical ability and mobility to work in an office setting.

- Must be able to learn and comprehend basic instructions and orientation to the job.
- Must have strong attention to detail and ability to independently problem solve frequently.
- Must be able to communicate clearly and exchange information frequently with other staff and the public.
- Must have the ability to understand the meanings of words and respond effectively and be proficient in speaking, writing and reading English.
- Must be able to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard.
- Must be able to work frequently with computers.
- Must be able to sit frequently and stand occasionally.
- Must be able to lift an object up to 40 lbs, raising or lowering it from one level to another occasionally.
- Must be able to occasionally drive auto equipment.
- Must be able to occasionally work irregular shifts (shifts not between 8:00 a.m. and 5:00 p.m.).
- Must be able to occasionally transport an object up to 25 lbs. usually holding it in the hands or arms for 100 ft.
- Maintain body equilibrium to prevent falling when walking, standing and crouching.
- Must be able to occasionally crouch, stoop, kneel, bend, reach, and twist.
- Must be able to occasionally have hand exposure to the public and staff.
- Must be able to occasionally work in a fast paced office with frequent interruptions and meeting deadlines.

Vision: Must be able to see in the normal visual range with or without correction; occasionally doing close eye work.

Hearing: Hear in the normal audio range with or without correction.

* KEY: Constant 67 – 100% of the time
 Frequently 34 – 66% of the time
 Occasionally 1 – 33% of the time

ANNUAL FUND AND EVENTS ASSOCIATE

STANDARD OF PERFORMANCE AND ACCOUNTABILITY:

All employees will maintain high standards of integrity and business ethics, will abide by the organization's compliance program, rules, policies and procedures, applicable laws and regulations, will conduct self in an honest, ethical manner and report promptly any suspected violation of compliance standards to the Compliance Officer.

All employees will abide by the Injury and Illness Prevention Program (IIPP).

All employees will be held accountable in meeting all functions as defined within the scope of their job description, which includes all goals and objectives set for the position.

If accountability standards are not met, the employee may be given an oral warning followed by a written warning. However, the organization reserves the right to proceed directly to a written warning or separation from employment for misconduct or performance deficiency without resort to prior disciplinary steps when the organization deems such action is appropriate.