

## **Event Coordinator / Special Projects Coordinator**

The Davenport Companies on Cape Cod is seeking a motivated and energetic **Event Coordinator** for The Seaside Le Mans – The Race for the Cape Cod Community, an annual event that raises money for various Cape Cod non-profit organizations.

Over the past 20 years, more than \$9 million has been raised for causes ranging from healthcare, child education programs, veteran-related needs, the environment, and more.

The **Event Coordinator** will establish and support current and prospective donors to achieve their philanthropic goals and develop and implement a robust planned giving strategy. The ideal candidate will have a background in non-profit fundraising and philanthropic recruitment efforts.

Other **Event Coordinator** responsibilities include:

- Manage systems and software to track and cultivate donors and prospects, including our donor database.
- Communicate fundraising goals throughout the organization and equip team members to reach them.
- Report to the Marketing and Communications Department in collaboration with team members on various related projects.
- Work with the CEO in identifying and prioritizing new initiatives, needs and opportunities.
- Plan and implement all aspects of the yearly Seaside Le Mans F1 fundraising cart race, including race-day activities and multiple events throughout the year that support the event.
- Establish all goals, budgets, strategies, timetables, marketing materials, communications, stewardship, and solicitation and hold all relationships with non-profit partnering organizations and major donors with direction from the Marketing and Communications Department.
- Work to attract new sponsorships to grow the amount of money available for distribution.

- Responsible for the communication with 60+ sponsors, 150 participants, 150 volunteers, and management team.

In addition to the role of **Event Coordinator**, the candidate will also assist in various **Special Projects** within the company.

Qualifications:

- The **Event Coordinator** will have a drive for results, integrity, flexibility, and the ability to create vision and purpose.

- Demonstrated results in soliciting and closing major program gifts with a capability to advance gift strategies through effective relationship building.

- Solid experience creating and leading planned giving program.

- Ability to achieve results in a fast-paced environment.

- Strong software skills in creating original documents, reports, mobile communications, and electronic messaging.

- Represent the organizations at all community events, networking opportunities and chamber meetings and assist in producing and executing internal company events: Annual Meeting, Management Retreats, Employee Recognition Events etc.

Job Types: Full-time, Part-time