



## Fundraising Events Coordinator

### West Harlem Environmental Action Inc. a/k/a WE ACT for Environmental Justice

WE ACT's mission is to build healthy communities by ensuring that people of color and/or low-income residents participate meaningfully in the creation of sound and fair environmental health and protection policies and practices.

**WE ACT is hiring a Fundraising Events Coordinator** to lead fundraising events like our annual Gala and Earth Day 5k, manage our donor database, and help develop new fundraising strategies and initiatives.

The Events Coordinator reports to the Director of Development and will also work closely with WE ACT leadership to develop and implement fundraising strategy. WE ACT is in a growing organization, and the Events Coordinator will play an important role in helping to grow and diversify our sources of revenue, especially from events and individuals. The ideal candidate will be someone who enjoys and is skilled at planning and coordinating events, and is also interested in working at a diverse, community-based organization that advocates for better policies on environmental justice, climate justice, environmental health, and related issues. In terms of professional development, this position is ideal for someone who is interested in strengthening their skills in project management and event coordination, and who is interested in gaining an understanding of nonprofit management and leadership. The Events Coordinator will have the opportunity to learn about fundraising strategy and the importance of fundraising to supporting a nonprofit advocacy organization's mission. The coordinator will have the opportunity to work with WE ACT's Executive Director, Board of Directors, a wide array of WE ACT's staff, and a wide range of stakeholders including WE ACT members, donors, event sponsors, and event attendees.

### Major responsibilities will include:

**Event Planning and Coordination:** Lead WE ACT's fundraising/cultivation events include the annual Gala, WE ACT's Uptown Chats series, and our Earth Day 5k. Work with the Development Director to add new donor cultivation and fundraising events to the calendar.

**Database Management and Software:** Help maintain the integrity of our donor database, Raiser's Edge, and manage additional software for donations and events.

**Donor Engagement Strategy.** Work with the Director of Development to develop new approaches to growing our donor base and to retaining new donors.

**Donor Prospecting and Research:** Using software and searching online, conduct research on potential WE ACT donors to guide donor engagement strategy.

**Intern Supervision:** Supervise the work of volunteers and interns to help expand the capacity of the Development team.

**Board Interaction:** Help support the work of the Board of Directors by acting as a staff liaison on fundraising events.

**Development Writing:** Write events communications, and support Development team members on some grant proposals and fundraising appeals.

## **Qualifications**

Experience in event coordination.

Strong written and verbal communication skills, including donor-centric writing across a range of media.

Excellent critical thinking and strategic skills and the ability to work autonomously.

Ability to interact and build relationships with staff, Board members, donors, and community members.

Experience with event planning and/or project management.

Attention to detail.

Ability to meet deadlines in a fast-paced environment.

Adobe InDesign skills a plus.

Experience with fundraising software, especially Raiser's Edge, a plus.

Development experience is preferred.

Commitment to WE ACT's mission, preferably through prior experience with environmental justice, environmentalism, and/or social justice engagement.

**Salary: \$55,000 -60,000**

**Hours:** This is a full-time position, with some evening or weekend work schedules based on need. Occasional travel may be required, including to the WE ACT Washington DC office.

## **Benefits:**

Full-time Benefits, medical, dental and vision, voluntary benefits. pre-tax transit program available\* Life insurance \* Paid time off \* \* Retirement plan. Flexible spending account Generous paid vacation.

## **How to Apply:**

Please email your cover letter, resume, references and two writing samples (writing samples should feature different genres of writing and/or different content and should be relevant to this position's duties) as a PDF to our **Director of Administration and Human Resources, Evelyn Joseph, at [evelyn@weact.org](mailto:evelyn@weact.org)**. Phone calls will not be accepted.

**WE ACT is an equal opportunity employer and strongly encourages applications from people of color, women, persons with disabilities, and LGBTQ communities.**