

# Event Planner and Coordinator

**REPORTS TO:** CEO/President

**FLSA STATUS:** Non-exempt

## **JOB SUMMARY**

Use your event planning and fundraising experience to support programming for adults and children with disabilities.

Reach is a 501(c)(3) non-profit organization whose sole mission is to raise funds and awareness for Regional Enterprises for Adults and Children (Reach, Inc.). Since 1963, Reach, Inc. has served adults and children with disabilities in the Chippewa Valley by providing day programs, job skills and critical social and emotional wellness.

The Event & Fundraising Specialist will be an important point of contact with our community-based donors and the key support for the Chief Executive Officer and the Board of Directors in planning and executing the annual fundraising activities and signature events.

## **KEY RESPONSIBILITIES:**

- Maintain the organization's social media (Facebook and Instagram) and website (<https://www.reach-inc.org/>)
- Coordinate logistics and marketing efforts for events
- Utilize our donor software and fundraising platforms to execute giving campaigns and acknowledge donor gifts
- Assist with preparation and editing of financial reports and grants
- Build and maintain relationships with local organizations and businesses
- General clerical and office management tasks (copying, scanning, printing, file management)
- Other tasks as assigned

## **DESIRED QUALITIES AND QUALIFICATIONS:**

- A team player mentality with a desire to grow an organization
- Demonstrated success in the direct planning and execution of events
- At least 2 years of sales, fundraising or marketing and communications experience
- Proficiency with Microsoft Suite of Tools (Word/Excel)
- Preference for an ability to provide basic graphic design support (In-Design, Publisher, Photoshop, or Canva)
- Comfortable building relationships with businesses, organizations, and individuals including asking for gifts

## **LOCATION REQUIREMENTS:**

- Eau Claire/Chippewa Valley area

## **PHYSICAL REQUIREMENTS:**

- Frequent sitting, standing, bending, walking, and reaching.
- Ability to lift 25 pounds
- Ability to drive