Special Events & Development Coordinator

Salary: $32,287.58
Classification: Salaried, exempt
Workdays: Monday – Friday, with occasional evenings & weekends
Expected Hours: 40 hrs. a week (35 working hrs. with 5 lunch hours/week)

Summary: This position, reporting to the Director of Community Engagement, is focused on providing consistent, quality fundraising and friend-raising events, as well as supporting programming events that deliver a universal We Care Arts mission-driven experience both within our current community of supporters and the greater Miami Valley as a whole. This role includes tasks that include but are not limited to developing and implementing an annual comprehensive event development plan, building and monitoring sponsorship relationships, building and coordinating event volunteer committees, meeting financial benchmarks, data collection, statistical reporting, and follow-up documentation.

Key Annual Anchor Event Related Tasks

- Coordinate the annual planning, execution, and follow-up for all fundraising events.
- Serve as the primary support for the Program Department in coordinating major programming events, including the Summer Picnic and Holiday Parties.
- Chair volunteer staff committee to plan and implement the Annual Board & Staff Holiday Party

Key Event Fundraising & Execution Related Tasks

- Collaborate with the Director of Community Engagement to set and achieve annual fiscal and community outreach goals for fundraising events.
- Secure event sponsorships and financial resources from businesses, organizations, and community partners.
- Partner with Marketing to develop and implement comprehensive event communications, promotions, and public relations.
- Recruit, lead, and support event volunteer committees and day-of volunteers.
- Coordinate entertainment, vendors, and speakers, ensuring high-quality experiences for guests.
- Oversee all aspects of event day operations, including set-up, staff/volunteer/vendor coordination, guest hospitality, troubleshooting, and post-event wrap-up.
- Cultivate in-kind donations and explore new community partnerships to enhance events.

Key Relationship Community Operations & Relationship Building

- Build and maintain relationships with corporate sponsors and major donors through regular communication, recognition, and personal touches (thank you notes, cards, calls, etc.).
- Collaborate with the Director of Community Engagement to engage potential sponsors/donors year-round, sharing mission moments and celebrating their milestones.
- Other tasks as assigned

Key Continuity & Documentation Related Tasks

- Provide monthly event reports to the Director of Community Engagement, including updates, ROI analysis, and recommendations for improvement.
- Build and maintain strong relationships with sponsors, donors, vendors, artists, volunteers, and partners to expand community visibility and future opportunities.
- Maintain accurate attendee/donor records, documenting conversations, invitations, and outreach touchpoints.
- Collaborate with the Program Department to support monthly client-focused social events and small-scale pop-ups (e.g., festivals, service days, volunteer events).
- Work with Marketing to build media connections and ensure events are well documented and archived for organizational memory.

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Competencies:

- Proactive, strategic, self-motivated nature
- Knowledge of fundraising and friend-raising event processes
- Professional ability to facilitate sponsorship relationship that includes "soft" touches, "asks," and reporting
- Extremely organized, detail-orientated individual with the ability to simultaneously coordinate the logistics of multiple responsibilities and multiple events
- Calm professional demeanor when dealing with the public and/or with difficult situations
- Problem Solving and critical thinking
- Strong Public Relations focused written, oral, and public speaking communication skills
- Basic knowledge of social media platforms (Facebook, Twitter, LinkedIn, YouTube)
- Proficient in Microsoft Planner, Excel, and Word
- Willingness to learn Donor Perfect and maintain donor records and tracking
- Strong collaboration background with the ability to successfully coordinate coworkers and volunteers to leverage their time, energy, and skills to facilitate successful programs

Benefits: EAP Mental Health Benefits, Matching Retirement, Accrued PTO, Summer/Winter Breaks paid time, Flexible work schedule

Work Environment: "Team We Care Arts" is a diverse and inclusive community. It operates in a variety of environments that includes a professional office, classroom, retail, and virtual environments. People often work across departments to support each other, the individuals that we serve, community supporters, classrooms, programming, and events. Travel throughout the workday will regularly be required to attend community meetings. This role routinely uses standard office equipment such as laptop computers and various digital devices and cloud-based technology.

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. The ideal candidate must be able to complete all physical requirements of the job with or without reasonable accommodation. While performing the duties of this job, the employee is regularly required to talk and hear. They must be able to work on a computer for extended parts of the day, as well as maneuver throughout the We Care Arts campus. This would require the ability to lift files, open filing cabinets, and bend to pick up objects weighing up to 25 pounds to move within the We Care Arts facilities.

To apply: Send a letter of interest, your resume, and 3 professional contacts to info@WeCareArts.org with the subject line: WCA Fundraising Special Events & Development Coordinator

About We Care Arts: Mission: We empower healing through art and community. Vision: A future where people with diverse abilities can achieve their full potential and feel embraced by an inclusive society. As a 501c3 organization with 40+ years of experience, We Care Arts increases confidence and artistic skill in a variety of individuals living with developmental disabilities, substance use disorders, and mental health diagnoses. To bring our mission to life via our ArtWORKS classes which are offered at the Berkeley Center Studio Campus, virtually, in high school Transition to Work classes, as well as through community partnership contracts and Employment Services. For more information visit www.wecarearts.org 3035 Wilmington Pike, Kettering, OH, 45429 (937)252-3937.