



Mission: To empower individuals and engage communities to end domestic violence.

Job Title: Events and Fundraising Coordinator	Salary Classification: Salaried
Reports To: Director of Philanthropy	FLSA: Full-time
Supervises: n/a	
Location: Newburyport Office with hybrid schedule	Date: January 2024

The Jeanne Geiger Crisis Center is a nonprofit organization that provides comprehensive services to meet the complex needs of adult and child survivors of domestic violence. We have offices in Newburyport, Amesbury, and Lawrence, Massachusetts.

The Center is committed to social and racial justice and to creating a diverse, inclusive, and equitable society. We are an equal opportunity employer and are dedicated to fostering an environment where people from all backgrounds and lived experiences thrive and feel they belong.

Through our organization values, we commit to:

- Provide empathetic and trauma-informed services.
- Center social justice and equity.
- Use a strengths-based, survivor-led approach.
- Work collaboratively within our communities.
- Practice with heart and a holistic mindset.

We invite you to join us in our mission to empower individuals and engage communities to end domestic violence, and to elevate voices and learn from those most impacted by gender inequity, racism, oppression and ongoing marginalization.

As an equal opportunity employer, we are committed to workforce diversity and hiring people with diverse backgrounds and life experiences. Survivors, people who are bilingual/bicultural, people of color, people with disabilities, and members of the LGBTQ+ community are strongly encouraged to apply.

Primary Responsibilities:

The Events and Fundraising Coordinator provides critical skills in events management, communications, and fundraising support. The position requires strong interpersonal skills and a strong work ethic. The individual must be self-motivated, able to prioritize and manage several projects at the same time and be detail oriented. Challenges include managing multiple responsibilities in a busy environment. This position is three days in office and two optional days to work at home.

The Events and Fundraising Coordinator is supervised by the Director of Philanthropy.

Major Duties

Communications (40%):

- Development and maintenance of a development events calendar, including department milestones such as events, mailings, and fundraising campaigns.
- Management of the Jeanne Geiger Crisis Center's website event content, creation of event registration and online sponsorship opportunities.
- Writing and production of all event-related email campaigns.
- Working with members of the Center's staff to ensure that internal and external events promotions are in sync.
- Maintain, update, and implement organizational event strategy for social media, including Facebook, Twitter, Instagram, and LinkedIn.
- Annual events sponsorship outreach and cultivation.
- Work closely with the Communications Manager to align external communications, utilize organization messaging and branding, and produce event materials.

Events (40%):

- Execute and manage the Center's two signature annual events, the Walk Against Domestic Violence and the White Ribbon event, including recruiting and leading event committees in event planning and implementation, as well as pre- and post-event marketing.
- Responsible for third party fundraising events, including 4 – 6 Vision Parties per year.
- Responsible for planning, attending Center Spotlight 6 – 8 engagement events.
- Responsible for development and outreach of fiscal year-long and event sponsors.
- Additional tasks include but are not limited to creating event calendars and timelines, securing auction/raffle items when applicable, developing event collateral, and securing successful event attendance.

Development Support (20%):

- Maintain positive relationship and communications with existing donors and seek out additional potential supporters.
- Manage the coordination of two annual direct mail appeals and two to four targeted electronic appeals.
- Assist with the development of copy and/or gathering of statistics for the above-mentioned appeals.
- Work with advancement staff to ensure proper upkeep and maintenance of donor data in the Raiser's Edge.
- Occasional reporting and query pulling through The Raisers Edge.
- May be called upon during periods of high gift volume to assist with gift processing for Annual Fund Donations
- Printing and mailing acknowledgement letters

Miscellaneous:

- Providing in-office coverage, answering phones, door and other office duties as needed.
- Other duties assigned as required

Knowledge/Skills/Experience:

- Well organized, self-motivated, self-reliant, dependable, and able to work in a team-oriented environment.

- Must have strong project management and writing skills. Must demonstrate the ability to execute, manage, and own project and delivery on-time and within budget.
- Demonstrated ability to manage multiple tasks at a quick pace and follow through to completion with a keen attention to detail.
- Ability to communicate effectively, professionally and with sensitivity to related constituencies, including agency staff, Board Members, event committee members, donors, volunteers/interns, and the public.
- Knowledge of Microsoft Office applications, and Excel.
- Experience in using fundraising software and The Raisers Edge is a plus.
- Experience in using Adobe Creative Suite a plus.
- Experience with marketing events on social media a plus email marketing software, Constant Contact.
- A commitment to ending violence and promoting social change is a must.
- Understand and celebrate gender diversity and gender/racial/Queer justice.
- Demonstrate a willingness to positively contribute to the growth and development of our mission, values.
- Victims/Survivors are highly encouraged to apply.
- Members of most impacted communities with lived experience highly encouraged to apply.
- Bilingual/Bicultural English-Spanish preferred but not required.

Experience:

- At least three (3) years related experience, preferably in development and communications.

Mental Demands:

Reading	Verbal communication
Detailed work	Written communication.
Confidentiality	Multiple concurrent tasks
Problem Solving	

Physical Demands:

Sitting
 Speaking
 Listening
 Heavy computer use

Special Work Conditions:

1. Occasional evening/weekend hours are required.
2. Occasional attendance at early morning/evening meetings and local travel are required.
3. Assist in the office with answering phones, door and other office duties as needed.