



**Job Title:** Development Coordinator – Events & Sponsorships

**Status:** Full-Time Exempt

**Reports To:** Director of Development

**Job Summary:** The purpose of the Development Coordinator of Events & Sponsorship is to develop and execute strategic partnerships and to plan and implement successful fundraising events to help raise necessary funds and generate awareness about sexual assault. They will work with the Director of Development and other key staff to understand the organization's financial goals around events and to build corporate relationships for long-term partnerships.

**Qualifications, Knowledge, Skills, and Abilities:**

- 1-3 years of event planning experience
- Ability to communicate effectively in oral and written forms
- Detail-oriented, with extensive documentation skills
- Ability to self-start and work well in a team setting
- Excellent customer service skills
- Ability to multi-task, prioritize effectively, problem solve and organize workload efficiently
- Strong attention to detail
- Proficient in Microsoft Office; donor database experience helpful
- Own transportation required

**Job Duties and Responsibilities:**

***Events and Corporate Partnerships***

- Work closely with the Development Team to raise funds and awareness for The Blue Bench
- Manage event budgets to ensure cost-effective results
- Oversee and manage annual events (golf tournament, luncheon, restaurant/bar crawl event) and other, as developed
- Lead all event donor prospect identification, solicitation and stewardship
- Works with Director of Development and Communications Manager on creation of sponsorship packaging of materials
- Create and follow timelines and deadlines to ensure successful implementation of event activities



the blue bench

Ending sexual assault  
through prevention & care

- Manage individual table sales/ticket sales and personal donor outreach
- Manage all aspects of event logistics including booking and managing contracts for facility, booking entertainment, ordering food, décor, supplies, signage, etc.
- Solicit and execute all aspects of auctions, in kind donations, prizes, etc. when applicable
- Maintain event and donor records
- Update internal and external event calendars (i.e., social media sites, Black-tie Colorado, etc.)
- Work with Development Team to produce and distribute event acknowledgements
- Manage and recruit volunteer committee members for event planning and execution
- Serve as a primary representative/ liaison for third party fundraising and community events that benefit The Blue Bench

#### *Other Development Activities*

- Regularly create and update reports identifying results for development meetings
- Attend staff meetings
- Participate and communicate regularly with other staff and volunteers
- Other development and programmatic duties as assigned

The Blue Bench is an equal opportunity employer and dedicated to a policy of non-discrimination and equal opportunity for all employees and qualified applicants. People with disabilities, people of color, Hispanic/Latinx, indigenous people, and LGBTQ candidates are encouraged to apply.

Please submit resume, cover letter and salary requirement to Tammie Limoges, Director of Development at [tlimoges@thebluebench.org](mailto:tlimoges@thebluebench.org). Resumes received by May 20, 2019, will be given first consideration.