



## Fundraising Event Associate

The Fundraising Event Associate is responsible for providing input, support and organization to the Development Department and the agency as a whole. The Fundraising Event Associate works under the direct supervision of the Development Director, and is expected to use Forty Carrots Family Center's mission, values, vision, philosophy, and goals as the basis for all interactions with children, families, and staff as well as follow all policies and procedures as outlined in the Forty Carrots Family Center Staff Handbook and the Policies & Procedures Manual. Specific duties include the following:

- Manage all event related data in various programs and database systems including accurate maintenance of all donor records, sponsorships, as well as donor recognition & sponsor benefit tracking.
- Oversee all agency Fundraising Auctions. This is including but not limited to item procurement, organization, description write ups, coordinating volunteers for item pick up, photography for online auction, etc.
- Manage all aspects of seating/RSVP's in support of all agency events including organization for any ancillary events.
- Manage event program book assembly to prepare for printing.
- Interact with donors, volunteers, vendors and others in a professional manner that furthers the agency's development goals.
- Work closely with and give support to Development Director, Donor Relations Manager and Event Consultants.
- Work with Finance office in all event sponsor reconciliations.
- Ensure all event related correspondence is processed in a timely manner.
- Responsible for tracking and monitoring 3X1 sponsor expiration and renewal dates and strategize with development team to plan renewal requests.
- Speak on behalf of the agency and specific programs in an informed, friendly, and professional manner.

Status: Non Exempt from Overtime

### Physical Demands of the Job:

The job of Fundraising Event Associate requires manual dexterity and the ability to: see, hear, speak, move and react quickly, sit comfortably on the floor, walk, stand, balance and lift or carry up to 30 lbs. Reasonable accommodations, which do not create hardship for the employer, may be made to enable qualified applicants and employees with known disabilities to perform the essential functions of the job.

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Employee Signature

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Date