



JOB OPPORTUNITY

We encourage diverse applicants because we believe having a staff that authentically reflects the community we serve is critical to our ability to be culturally responsive.

Effective 01 June 2021, IslandWood requires all staff, volunteers, docents, interns and graduate students to receive a COVID-19 vaccine and to provide proof of inoculation.

This decision is intended to aid in the safety and health of all persons delivering and/or supporting program delivery, our clients and students. Waivers are available for medical and religious exemptions.

Title:	Philanthropy Events Coordinator
Department:	Philanthropy
Reports To:	Director of Philanthropy
Classification:	Part-time/Annual, Hourly/Non-Exempt
Pay Rate:	\$22.00 per hour
Location:	Bainbridge Island Campus
Work Schedule:	32 Hours per week; flexible; some nights and weekends as needed
Benefit Package:	Full benefit package provided; health benefits 100% premium paid by IslandWood; (medical, dental, vision, life, LTD), HSA, Flex, 401k, 3 weeks paid vacation pro-rated

Overview:

IslandWood provides exceptional learning experiences to inspire lifelong environmental and community stewardship; our 250-acre campus is located on Bainbridge Island. The Philanthropy Events Coordinator works with the Philanthropy Team to raise contributed revenue to support IslandWood's inclusive and innovative education programs. This position serves as the primary logistics coordinator and point of contact for IslandWood philanthropy events.

Primary Responsibilities:

- Manage all aspects of IslandWood fundraising and donor stewardship events: Dinner in the Woods dinner and auction, Friends of IslandWood reception, Founder's Circle dinner, Dine and Discover dinner, Circle of Friends weekend, Open Trails donor hike, and other various donor gatherings (house parties, staff/donor meetings, etc)
- Conceptualize event scope and theme, assist with the development of event communications and registration materials, produce and assemble materials and distribution lists
- Oversee registration process and correspondence, request and process guest names, payments, any special needs
- Manage in-kind donation procurement process, including developing strategy and assisting with item solicitation, cataloging, descriptions, delivery, and fulfillment
- Help identify and cultivate table captains and event participants, supports volunteer event committee focused on procurement and audience development
- Responsible for production elements and corresponding vendors, meetings, timelines, etc
- Partner with other organizational stakeholders (events team, kitchen team, facilities team) to host on-campus events for Philanthropy Team. Regularly participate in Operations Meetings.
- Gather and implement post-event feedback and improvements, regularly evaluate tools and processes

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Primary Responsibilities: (continued)

- Maintain and report on event budgets, financial reports and donor records
- Act as a contributing member of the Philanthropy Team by taking part in team meetings, supporting colleagues, and offering flexible assistance in other areas as needed
- Demonstrate IslandWood's core values that enable teams and individuals to succeed with shared respect and purpose.
- Support IslandWood's strategic plan to expand our mission and impact, and commitment to mission, vision, values, and goals of IslandWood.

Minimum Qualifications:

- Minimum two years of experience coordinating events and/or donor relations
- Professional customer service and clear communication skills
- Ability to take initiative and prioritize tasks; problem-prevention and problem-solving skills
- Strong computer skills and knowledge of Microsoft Office; ability to work on a variety of software as trained (Salesforce, EventPro, Eventbrite)
- Willing and available to work evening and weekend shifts as needed
- Demonstrate IslandWood's core values that enable teams and individuals to succeed with shared respect and purpose; be welcoming, engaged, curious, accountable and adventurous
- Commitment to support IslandWood's work towards social justice, equity, diversity and inclusion in the workplace
- Must be able to comply with and maintain a drug-free work environment
- Must pass child safety screening procedure; post-offer

Application Instructions:

Please submit a cover letter, resume and two current references or an application for employment to:

Email to: employment@islandwood.org and state "Search for Philanthropy Events Coordinator" in subject line.

Mail to: IslandWood, Search for Philanthropy Events Coordinator, 4450 Blakely Avenue NE, Bainbridge Island, WA 98110

Application forms are available on our website at www.islandwood.org in English and Spanish.

Position posted: 27 August 2021
Application deadline: Open until filled
Start date: September/October 2021

IslandWood is an Equal Opportunity Employer and welcomes applications from qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, pregnancy, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws.