

EVENTS COORDINATOR

Austin, TX

Salary Range: \$51,000 – \$60,000 Annual

Apply at:

<https://www.paycomonline.net/v4/ats/web.php/portal/B51ECF297A2E367C7AB11CBF9206CEC8/jobs/190984>

Join our purpose driven team!

Hospice Austin is the only non-profit hospice and palliative care organization in the Austin area. At Hospice Austin, we are mission minded, patient centered and committed to creating a culture where employees feel valued and supported. We consider it a privilege to provide care and compassion to those in our communities who are most in need.

Position Summary:

The Events Coordinator is an important member of the fundraising team with responsibilities for planning and executing our fundraising events and campaigns.

Plans and organizes fundraising events and campaigns.

- Develops plan for agency special events and campaigns.
- Cultivates and facilitates relationships with donors.
- Ensures cost effective use of resources to stay within budgetary constraints.
- Assists with developing strategies for expanding fundraising and outreach to community.
- Maintains systems for accurate record keeping.
- Cultivates and facilitates relationships with volunteers.

Executes special events and campaigns.

- Helps to secure facilities.
- Coordinates volunteers.
- Creates invitations and other materials.
- Ensures print materials are produced in a timely manner.
- Coordinates mailings for events and campaigns.
- Processes invoices for payment.
- Maintains budgets/actuals for events and campaigns.
- Maintains records.

Other duties as assigned.

Education/Experience Requirements:

- Bachelor's degree in related field or equal work experience in lieu of degree
- Two years of experience with Microsoft Office products required
- Two years of experience in event planning and volunteer management preferred
- Design software and CRM software experience are a plus!
- Valid Texas driver's license, proof of auto liability insurance and safe driving record

We value and appreciate our employees:

- Competitive base salary

- Generous Paid Time Off (PTO)
- Paid Holidays
- Paid Wellness Days
- Mileage reimbursement (limited local travel required)
- Medical, Dental, and Vision Insurance benefits
- Health savings account – employer contribution
- 401(k) retirement plan with substantial company match
- Employer paid life insurance
- Employer paid short-term and long-term disability
- Employee Assistance Program
- Gym membership discounts
- Employee Referral Program
- And many others benefits