

JOB DESCRIPTION

Position Title	Community Engagement Coordinator, Events
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Basic Function	CUMAC is a nonprofit agency located in downtown Paterson operating the largest feeding program in Passaic County, as well as supplementary programs addressing the root causes of hunger. We rely heavily on events and special collections in order to engage donors and other supporters in our work and generate critical revenue and resources. CUMAC is seeking a full-time Community Engagement Coordinator for Events who will report to the Development Director.
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Responsibilities	<ul style="list-style-type: none"> • Take the lead on all aspects of CUMAC’s fundraising events <ul style="list-style-type: none"> ➤ Work with Development Director, staff, and volunteers to implement 3 core fundraising events per year (auction, concert, volunteer recognition dinner) ➤ Manage details of each event from start to finish including vetting and selecting venues and vendors, processing invitations and registrations, soliciting sponsors and other support, and managing the event activities ➤ Play a key role in donor stewardship by processing event support acknowledgement letters and finding new and meaningful ways to thank and engage event supporters ➤ Regularly look for and implement new event based friend- and fund-raising opportunities for the agency ➤ Provide support to partners holding events on CUMAC’s behalf; Coordinate communication and promotion with internal efforts ➤ Work with other Community Engagement Coordinators to organize the annual (each October) County-wide food drive, including liaising with corporate sponsors, recipient pantries, and volunteers • Take the lead on communication with donors and managing the distribution process for seasonal drives (Easter Baskets, school supplies, Wish List) • Initiate and maintain relationships with event sponsors and in-kind donors • Maintain accurate and transparent records, particularly in our online database Donor Perfect • This position is a contributing member of a dynamic development team; Join 2 other Community Engagement Coordinators (one who focuses on volunteers, one on communications) and the Development Director to regularly share ideas, communicate progress, and address needs in pursuit of team and organizational goals • Assist as needed with other administrative duties (e.g. phones, calendars, mailings, etc.)
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Qualifications	<ul style="list-style-type: none"> • Bachelor’s degree with some experience, or equivalent experience in event management • Must be highly organized and detail-oriented; Prior event coordination experience a plus • Demonstrated ability to exercise independent judgment and initiative; to prioritize and accurately complete multiple tasks; and to work under deadlines and changing priorities • Ability and willingness to work evenings and weekends as well as regularly lift up to 25 lbs, stand for long periods of time, and work in a warehouse environment as needed for events and special drives • Strong team player with a proven commitment to do what it takes to get the job done • Strong written and verbal communication skills mandatory, with demonstrated ability to effectively communicate with diverse audiences; Gracious and friendly demeanor • Tech savvy; Microsoft fluency required; Familiarity (or ease of learning) Donor Perfect Online database • Commitment to CUMAC’s mission strongly desired; willingness to learn, share, and contribute to our story
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Compensation	This is an exempt, salaried position budgeted at \$28,000-33,000 with final salary dependent on candidate’s qualifications and experience. CUMAC offers a comprehensive, competitive benefits package.
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To Apply	Email a cover letter (specifically addressing why you think you would be a good fit for <i>this</i> opening) and resume (both as Word or PDF attachments) to jobs@cumacecho.org . Indicate CEC Events in subject line. No phone calls please. Due to the volume anticipated, applicants lacking a cover letter specific to this position will not be reviewed and only those selected for further consideration will be contacted. CUMAC is an equal opportunity employer. For more information on our agency and programs, visit www.cumacecho.org .
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