



**Job Title:** Special Events and Major Donor Coordinator

**Reports to:** Director of External Affairs

**Location:** In-Person and Hybrid

**Position Type:** Full-Time

**Anticipated Hire Date:** July 7, 2025

### Position Description

Roberta's House is seeking a meticulous, highly organized, and mission-driven Special Events and Major Donor Coordinator. This role is responsible for the planning and execution of all fundraising and program events. The Coordinator will also support donor engagement strategies by working closely with the Director of External Affairs and the President to build and strengthen relationships with high-net-worth donors and corporate sponsors—helping to increase unrestricted support for operations and programming.

### Key Responsibilities:

#### Event Planning & Execution

- Plan and manage all logistics for fundraising and program events, including venue coordination, timelines, vendor management, and guest communications
- Maintain and track event budgets, ensuring efficient use of resources
- Coordinate with internal teams and external partners to deliver high-impact events aligned with our mission
- Oversee post-event tasks such as acknowledgments and performance reporting

#### Donor and Sponsor Engagement

- Identify, cultivate, and steward relationships with major donors and corporate sponsors in partnership with the President and Director of External Affairs
- Assist in creating tailored engagement and recognition strategies
- Support sponsorship proposals and donor communications
- Maintain detailed records of donor interactions and relationship development

#### Administrative and Development Support

- Manage data and donor records using DonorPerfect and Salesforce
- Contribute to event-related marketing and outreach materials
- Provide regular reports on fundraising events and donor pipeline
- Support ongoing fundraising initiatives and campaigns as needed

**Qualifications:**

- Bachelor's degree or equivalent experience in nonprofit management, communications, public relations, or related field
- At least 3 years of experience in event coordination, donor relations, or fundraising
- Strong organizational skills with diligence and follow-through
- Excellent interpersonal and communication skills
- Experience using DonorPerfect, Salesforce, or other CRM tools
- Comfort engaging with high-level donors and corporate partners
- Availability of working evenings and weekends as required by events
- Familiarity with healthcare or public health communications is a plus

**General Requirements**

- A valid state driver's license and access to a private vehicle are required.
- Successful completion of a background investigation
- Ability to work in an office environment or remotely perform work as scheduled
- Ability to have prolonged periods of sitting at a desk or working on a computer
- Ability to work evenings and weekends as needed
- Must be able to lift ten pounds

**Submit a resume and cover letter to [arobinson@robertashouse.org](mailto:arobinson@robertashouse.org) and [gwbranch@robertashouse.org](mailto:gwbranch@robertashouse.org) with the subject line: Special Events and Major Donor Coordinator**

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