SPECIAL EVENTS COORDINATOR

Initiates and executes promotions and special events for Connecticut Food Bank. Increase revenue and resources through partnerships with businesses, corporations, civic organizations, schools/colleges and places of worship. Requires some evening and weekend work. Reports to the Senior Director of Development.

General Responsibilities

- Develop and execute an annual promotions and events plan (both fund-raisers and food-raisers).
- Identify, investigate and implement new promotional partnerships that support Connecticut Food Bank’s mission.
- Develop and initiate ideas for increasing the number of participants, sponsors and net income for the annual Walk against Hunger, Golden Scoop and Women Fighting Hunger Luncheon events.
- Work with radio stations, corporations, organizations and other partners to coordinate Thanksgiving-related and other food drives, including virtual food drives.
- Organize and manage additional fund-raising and promotional events, cause marketing and third party events in conjunction with the Marketing and Communications Manager.
- Represent Connecticut Food Bank as a polished spokesperson during promotional and educational events.
- Work with Operations Department to coordinate and track food drive pickups and deliveries; work with Volunteer Manager to recruit volunteers for events; work with Senior Director of Marketing, Communications & Government Relations to publicize events and promotional partnerships.
- Serve as liaison between Connecticut Food Bank and community-based fundraising groups
- Support other Development Department initiatives as appropriate.
- Assist with Gala and Donor Recognition events
- Other duties as assigned by the Senior Director of Development & CEO.

Qualifications/Requirements:

- Bachelor’s degree in related field and/or equivalent experience.
- Minimum of at least 3 years public relations/marketing and/or special events experience.
- Must be proficient in Microsoft Office Suite and donor tracking software.
- Excellent communication (oral and written) and time management.
- Willingness to work a variable schedule that includes evenings or weekends.
- Ability to juggle projects and meet deadlines in high-energy, fast-paced environment.
- Must be able to contribute to a positive work environment with commitment to social justice.

Connecticut Food Bank offers a competitive salary and a generous benefits package: health, dental and vision insurance, Retirement Plan, 22 Paid Time Off Days, 11 Paid Holidays, Short Term Disability, Long Term Disability, Life Insurance, Legal Consultation Insurance and much more!

Send cover letter with salary requirements and resume to:
hr@ctfoodbank.org
203-469-4871 (fax)