



Annual Giving and Events Coordinator

As an **Annual Giving and Events Coordinator**, you will oversee annual fund programs including direct mail, Greatful Families, Employee Campaign, Launch and Learn events (Ames & Iowa City) and some annual grant applications and reporting.

What You'll Do:

- Coordinate event logistics and monitor event timelines to ensure all elements of the event are delivered on time and in a quality fashion. Events include Bubble Ball, Golf Fore the Kids, Employee Campaign, Launch and Learn in regional markets, donor recognition and stewardship events.
- Oversee production of all event materials (letters, invitations, posters, etc.). Deliver communications and promotions for events including direct mail, email and social media coordination, and serve as organization contact for event venues and vendor relationships.
- Provide corporate sponsor fulfillment and other partner obligations, and monitor budgets and forecast income and expenses for each event.
- Manage metrics of annual fund, and oversee annual fund direct mail, email and social media solicitations. Coordinate with internal and external partners to establish donor listings, content, design, and delivery.
- Oversight of the Spirit Circle Program (Annual Fund gifts of \$1,000 or more). Track metrics, reporting, solicitation, upgrades and coordinate gift officer assignments and follow ups.
- Oversee and implement the Greatful Families program, and similar programs.
- Manage a portfolio of up to 50 donors.
- Use BlackBaud Raisers Edge to track all event logistics, payments, pledges and guests lists, and serve as the backup data entry staff person for all foundation receipting.

What You'll Need:

- Bachelor's Degree.
- Experience in event management, fundraising, sales, communications, marketing and/or public relations. Experience with BlackBaud database management is preferred.
- Exceptional interpersonal and communication skills, and proven ability to forge and maintain relationships with event stakeholders with a strong focus on quality customer service.
- Ability to communicate effectively and professionally in reading, writing, and speaking the English language.
- This position may be subject to COVID-19 safety requirements. If applicable, specific requirements will be discussed during the interview process.



Why ChildServe?

ChildServe has earned the title of Top Workplace every year since 2014. Here's why employees love working here:

- **Our work matters.** We partner with families to help children with special healthcare needs live a *great* life.
- **We're not your average non-profit.** We serve 5,200 children each year through over 30 specialty pediatric services in the Ames, Des Moines, and Iowa City areas. Many of our programs are one-of-a-kind.
- **Our team members rock.** Our teams are filled with people who care about their coworkers, and who believe that collaboration is key to providing exceptional care to children.
- **Our learning never stops.** As a non-profit dedicated to innovation, we're proud to help many team members gain new certifications, continue their education, take their expertise to the next level, and find new opportunities to advance their career right here at ChildServe.
- **We're moving forward together.** Experts across multiple disciplines work together to help kids get the best care possible.

Ready to leave work every day knowing you've made a difference for kids and families? Let's move Forward Together - apply today!

ChildServe is an Equal Opportunity Employer.

Organization address:	5406 Merle Hay Rd. Johnston, Iowa 50131
Preferred start date:	TBD
Hours:	Full-Time
Contact:	Carolyn Miner, Talent Acquisition Supervisor carolyn@childserve.org , 515-727-6601

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