

Development & Event Coordinator-Full Time

Everyone at Seatuck Environmental Association has a positive, entrepreneurial spirit and a commitment to Long Island wildlife conservation & the environment. We are committed to building and supporting a diverse team of caring and dedicated people. We are excited to welcome a **Development & Events Coordinator** who thrives in a fast-paced setting and genuinely enjoys working independently & concurrently on multiple projects. Candidates should bring a can-do attitude along with excellent project management skills and some experience in nonprofit fundraising.

The **Development & Events Coordinator** will report to the Development Director in managing individual donors contributing to Seatuck and will be the point person for the organization's fundraising & stewardship events. We are seeking a self-starter with 3-5 years of experience in nonprofit fundraising and/or event planning.

Key Responsibilities

Development:

- Assist in and support the Development Director in overall fundraising operations.
- Manage and cultivate relationships with existing donors while engaging potential donors in creative ways.
- Utilize CRM to run reports for donor outreach, and event invitations.
- Assist with planning and executing donor follow-up after events.
- Assist in maintaining the accuracy of tracking systems and database entries while maintaining the confidentiality of information.
- Identify and coordinate volunteers for all aspects of Seatuck's work.

Events:

- Manage the planning, coordination, and execution of all fundraising & stewardship events aimed at increasing revenue and visibility.
- Identify and solicit new and repeat sponsors.
- Develop and maintain comprehensive event project plans, budgets, and timelines in consultation with Development Director.
- Manage a hands-on volunteer committee that helps to plan events by securing sponsorships, vendors, and auction items. Lead discussions around event details and brainstorm ideas with committee members.
- Secure and collaborate with event-related vendors to ensure event success.
- Manage all event-related print and design products.
- Work with the Development Director to organize and facilitate event communications including creating and publishing content on Seatuck's social media platforms.

Other Responsibilities:

- Attend staff meetings.
- Attend fundraising & other organization wide events.
- Working in collaboration with colleagues in other programs at the organization.

- Other duties as assigned by the Development Director and Executive Director

Qualifications:

- 3-5 years' experience in nonprofit fundraising and/or event planning.
- Excellent interpersonal skills demonstrating the ability to establish solid relationships with donors and colleagues.
- Exceptional organizational and project management skills, attention to detail, and follow-through.
- Excellent writing and communication skills.
- Experience using a donor database.
- Ability to work both independently and as part of a team.
- Creativity, curiosity, and self-motivation to undertake diverse responsibilities. Ability to work in an environment involving multiple tasks and priorities.

Work Schedule:

- This is a full-time position, typically Monday – Friday daytime hours primarily on-site, with some remote options, evening and weekend hours required for various events and donor cultivation.
- Benefits include paid vacations and employee health benefits.