



Our Mission

Our mission is to leverage the power of food to end hunger and build healthier communities.

Our Vision

We believe that the fight against hunger and the fight against poverty are one and the same. We envision a future in which food is recognized as a human right and every person is able to feed themselves and their families in dignity. Together, we work to create a more nourished, prosperous region.

Job Title: Event Planner

Reports to: Chief Marketing Officer

Department: Marketing & Development

Status: Full-time, Hourly, Non- Exempt

SUMMARY

The Event Planner (EP) is a vital member of the Marketing & Development Team, responsible for planning, coordinating, and implementing community outreach and fundraising events on behalf of Foodlink. The EP is the logistical lead for all Foodlink events and will cultivate strong relationships with Foodlink supporters and engage new constituents with the work and programs of Foodlink. The Event Planner will also manage all food and fund drives and share coordination of peer-to-peer fundraising with other members of the team.

KEY RESPONSIBILITIES

Oversee all Foodlink events.

- Coordinates special event planning and execution, including generation of detailed project plans, budgets, timelines and checklists for each event. Participates in event-specific committees by running and/or attending meetings, taking minutes, and following up on action items.
- Under the guidance of the Director of Development - solicits, secures and cultivates sponsorship; tracks and maintains sponsor information, including pledge agreements and payment reminders, for special events and campaigns utilizing the CRM software
- Coordinates and monitors participant registrations, ticket sales, etc. for all events and fundraisers.
- Assure all events have proper internal support including marketing materials, staff attendance, social media, and website presence.
- Actively track all event revenue and expenses; create all invoicing for sponsorships; enter and track data in CRM system
- With the support and direction of the CMO, Sr. Mgr of Communication and DoD, report on event outcomes/goals and fundraising success
- Assist in Coordinating and preparing for days of service and staff events.

- Under the supervision of the Chief Marketing Officer, attend cultivation meetings with current and potential community partners and assist with partner engagement activities.
- Manage food drives (community and online) as well as peer-to-peer fundraising, tracking outcomes and enforcing brand guidelines.
- Serve as a vital member of the Marketing & Development team, supporting with community relations, administrative and event tasks

Secondary roles and responsibilities. Support other organizational priorities, as defined by the Chief Marketing Officer, with the flexibility required of all staff in a fast-paced, growing organization. Provide on-going support to all marketing, fundraising, donor relations or community relations activities.

Competencies

- **Detail-Oriented.** Exercises extreme attention to detail. Take pride in being thorough, accurate, organized, and productive. Asks critical questions to ensure accuracy.
- **Agile.** The ideal candidate will be able adapt to evolving needs and priorities.
- **Collaborative.** Ability to work well with a variety of stakeholders including direct staff, peers, donors, sponsors, volunteers, and other external partners.
- **Solution-oriented.** Ability to be decisive and solve problems in a fast-paced, evolving environment. Can pivot between strategies and manage competing priorities.
- **Mission-driven.** Reflects on the mission often, using it as the north-star for decision making and cultivation of donors. Proactively seeks information as it pertains to hunger relief.
- **Customer service.** Has a people-first mentality when serving a wide variety of customers, from donors to vendors to volunteers.

Qualifications

- Minimum of 3 years related event planning experience required. Event planning in a nonprofit setting is a plus.
- Bachelor's degree preferred but not required. Equivalent combination of education and event planning experience is a must.
- Exceptional and documented organizational skills
- Ability to work independently and as a member of a team
- Ability to confidently navigate a CRM system such as Raisers Edge, Salesforce, or a similar program (with training).
- Strong customer relation skills and exceptional interpersonal skills
- Proficient in Microsoft Word for Windows, Excel, Outlook, and Power Point. Experience with social media preferred.
- Able to work flexible schedule (evenings and weekends as needed)
- Overtime will be required on some event days
- Able to communicate clearly and concisely orally and in writing
- Always have a professional attitude and appearance
- COVID 19 Considerations: COVID-19 Vaccinations are a condition of employment at Foodlink. Accommodations *may* be made for individuals with an approved exemption

We are actively seeing a diverse pool of candidates for this position and strongly encourage applications from candidates of color.

SALARY AND BENEFITS

This is a full time, year-round position, paid hourly and eligible for overtime during periods of high demand. While there is a set schedule, flexibility is required, including occasionally working evenings or on weekends. Foodlink covers 100% of individual health and dental insurance with the ability to acquire family coverage with pretax dollars. In addition to generous paid time off (PTO), we observe 14 paid holidays throughout the year. Opportunity to contribute to a 401k retirement savings plan upon hire. Eligible for generous employer match after 1 year of service.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to use hands to handle or feel items such as documents. The team member is required to stand; walk and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus. On event days, the employee may be required to work as many as 12 to 14 hours continuously.

Work Environment

The work environment characteristics described here are representative of those a team member encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all- inclusive. Employees will follow other instructions and perform other related duties as required.

We are actively seeking a diverse pool of candidates for this position. Foodlink is an equal opportunity employer and all applicants will be considered for employment without regard to age, race, color, religion, sex, sexual orientation, gender identity, national origin, genetics, veteran, or disability status.