



Our Organization

The Friends of Dugas Community Park, Inc. (FDCP) is a non-profit organization that seeks to provide the region with a unique park for recreation and education that celebrates our history and rural heritage in a natural setting within Scottsville and Allen County, Kentucky. FDCP owns the Dumont Hill Historic Site and recently completed construction of a 1500 seat amphitheater, pavilion, and playground there. Additional development of trails and other amenities will quickly follow. We collaborate with several community and regional organizations and pursue grant funding, as an addition to our operating endowment. For more information on our park, visit www.dugaspark.org.

Position Summary

We are looking for an organized, creative, and lively individual to join our team. Under the supervision of the Executive Director, this position is responsible for special events coordination and managing our fundraising efforts. Works closely with programming and fundraising committees. Donors, volunteers and guests alike will be the primary audience.

This role is responsible for soliciting sponsors, donors, advertising, ticket sales, volunteer coordination, event logistics for all events and fundraisers.

Responsibilities

- Manage the fundraising and programming committee members in special event planning, preparation and management. Volunteer coordination in relation to special events, including but not limited to staffing plan, responsibilities, communication as well as management throughout the event.
- Manage our event sponsorships, fundraising campaigns, process contributions, track pledges, and assist with correspondence alongside the Executive Director.
- Build and maintain a potential donor database.
- Assist the Executive Director, as well as the board of directors, fundraising committee and programming committee with scheduling, communications, report preparation, research, as well as board and committee meeting coordination.
- Keep the park's social media and website up to date with event and fundraising information.
- As the events coordinator, employee must be present during all events held by or in partnership with the park (this does not include private rentals).
- Greet guests, answer phone calls and emails throughout each day. Including after hours by cell phone.
- Direct oversight of all Fundraising and Special Events Coordinator functions is provided by the Executive Director. Support staff is available. Coordination with the Executive Director will be necessary to keep support staff at a manageable workload.

- Maintain your office files and mailings, as well as donor or event data. Additionally, ensure the office is clean and neat for guests always.
- Be a positive team member providing the community with a unique opportunity for recreation and education.
- Work outside of typical office hours is required.
- Travel may be necessary. A valid driver's license is required.
- Additional duties may be assigned as needed.

Skills, Education, Experience and Abilities

- Bachelors degree in nonprofit management, public administration, marketing, business or other related field is preferred, but not required.
- Experience in sales, fundraising or event coordination or equivalent combination of education and work or volunteer experience.
- High School Diploma, GED or equivalent required.
- Previous non-profit involvement as an employee or volunteer is preferred.
- Strong organizational and project management skills.
- Self-motivated with an attention to detail and quality. Able to work independently and achieve goals by a deadline.
- Excellent written and verbal communication.
- Must be outgoing and willing to engage with individuals and professionals within the community and throughout the region.
- Must be able to manage multiple projects and deadlines and prioritize workload.
- Friendly attitude and ability to accept change and constructive criticism is vital.
- Computer Skills-
 - *Experience and high level of understanding of all Microsoft Office products including Access (or a donor software platform).
 - *Ability to efficiently use social media products (Facebook, Twitter, Instagram, etc.), Gmail, and PayPal.
 - *Experience with website maintenance is a plus.
- Must be able to lift up to 20 pounds. Position will require both office work and event work, so candidates must be able to work both in the office and outside.
- Candidate must be able to have a satisfactory background check, as well as pass a drug test.

If interested, you may submit your resume no later than 4 p.m. October 24, 2019 to work@dugaspark.org.