



Fundraising and Special Events Coordinator

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 with a 1250 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 energetic individual to join our team. Under the supervision of the Executive Director, this position is responsible for special events coordination and managing our fundraising activities for event sponsorships an individual donor campaigns and by targeting private donors. This position will assist the Executive Director in the development of corporate/governmental giving and capital development campaigns. Works closely with programming and fundraising committees.

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, and communication thereof, as well as management throughout the event.
- Manage our event sponsorships, annual fundraising campaign for individuals, process contributions, track pledges, and communications associate with those functions.
- Build and maintain a potential donor database for annual campaign.
- Assist the Executive Director, as well as the board of directors, fundraising committee and programming committee with committee scheduling, presentations, and report preparation.
- 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, as well as maintain file organization. Including answering of after hours phone calls by cell phone as needed.
- Support staff is available. Coordination with the Executive Director will be necessary to keep support staff at a manageable workload.
- Maintain a professional office environment.

- Be a positive team member providing the community with a unique opportunity for recreation and education.
- Work outside of typical office hours is required, but scheduling is flexible to ensure work/life balance.
- Travel will 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 fundraising, event coordination, or marketing 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.
- Technology Skills-
 - *Experience and high level of understanding of all Microsoft Office products including Access. Experience with a donor software platform is a plus.
 - *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. May 27, 2022 to work@dugaspark.org.