



Events Coordinator

OBJECTIVE: Provide event planning, coordination, donor solicitation and execution for Capital Roots fundraising events.

QUALIFICATIONS:

- Bachelor's degree or equivalent combination of education, training and experience.
- Excellent verbal and written communication skills.
- Strong interpersonal skills with the ability to engage effectively with donors, volunteers, board members, sponsors, community partners, and other stakeholders.
- Proficiency in Microsoft Office Suite and web-based applications.
- Experience with donor database systems; familiarity with NeonCRM is preferred.
- Demonstrated time management, project management and organizational skills.
- Demonstrated ability to work independently in a fast paced environment, meeting multiple deadlines.
- Exceptional attention to detail with a commitment to accuracy in event planning, donor stewardship, communications, and reporting.
- Comfortable with donor solicitation, sponsorship outreach, networking, and cold calling.
- Genuine enthusiasm for, and commitment to, the mission of Capital Roots.

RESPONSIBILITIES INCLUDE:

Fundraising Event Planning and Execution

- Plan, organize, and execute Capital Roots' major annual fundraising events.
- Develop event strategies, timelines, and project plans to ensure successful outcomes.
- Collaborate with the Chief Development Officer to develop and manage event budgets.
- Negotiate and coordinate with venues, entertainers, vendors, and other event service providers.
- Solicit sponsorships and in-kind donations while cultivating relationships within the business community.
- Coordinate event mailings, invitations, donor solicitation materials, and solicitation lists.
- Ensure timely acknowledgment and stewardship of donors and sponsors.
- Recruit, support, and collaborate with event committees throughout the planning process, including post-event debrief sessions.

Event Operations

- Oversee event logistics, including setup, registration, on-site management, and event breakdown.
- Anticipate and resolve logistical challenges to ensure a seamless participant experience.
- Support and staff smaller Capital Roots events and cultivation activities throughout the year.

Marketing and Volunteer Engagement

- Partner with the Community Engagement Manager to develop event marketing strategies, printed materials, and social media promotion.
- Collaborate with the Community Engagement Manager to recruit, organize, and support volunteers for events and special projects.

Reporting and Administrative Support

- Track event metrics, fundraising outcomes, and key performance indicators.
- Prepare regular reports and updates for the Chief Development Officer.
- Maintain accurate event, donor, sponsor, and committee records.

Organizational Collaboration

- Participate in Capital Roots events, staff meetings, and organizational initiatives.
- Collaborate across the Development team and throughout the organization to foster teamwork, knowledge sharing, operational resilience, and a positive organizational culture.
- Perform other duties as assigned by the Chief Development Officer and CEO.

Working Conditions

- Occasional evening and weekend work is required to support events and organizational activities.
- Local travel may be required for meetings, site visits, and events. Must possess a valid driver's license.
- Ability to lift and move event materials and supplies as needed.

SALARY & BENEFITS: This is a full-time non-exempt position (40 hours per week) paid hourly at a total annual rate of \$35,360 per year, in a flexible work environment. Excellent benefits, including fully paid by employer comprehensive medical insurance and dental insurance upon hire. In addition to generous vacation time, we observe 11 paid holidays – including three floating holidays – and offer paid personal and sick time. You also have the option to enroll in our 403b retirement plan.

ABOUT CAPITAL ROOTS: Capital Roots is striving to create a more vibrant and equitable food system in New York's Capital Region. We work to reduce the impact of poor nutrition on public health in New York's Capital Region by organizing community gardens, providing healthy food access, offering nutritional and horticultural education for all ages and coordinating urban greening programs in Albany, Rensselaer, Schenectady and southern Saratoga Counties. Our mission is to nourish healthy communities by providing access to fresh foods and green space for all in support of a robust region food system. **To learn more about Capital Roots, go to www.capitalroots.org.**

Capital Roots is an Equal Opportunity Employer that is committed to creating a multicultural organization. We actively seek a diverse pool of candidates for this position, especially candidates of color. We encourage all qualified candidates to apply. We seek to foster diversity across our organization and welcome the unique contributions our team members make based on their diverse perspectives, backgrounds and lived experiences.

Send cover letter and resume (no calls please) to:

Laurie Miedema, Chief Development Officer

Capital Roots | 594 River Street | Troy NY 12180 | email: developmentofficer@capitalroots.org