



## **Development & Events Coordinator**

### Job Description

#### Narrative Description:

Responsible for supporting the fundraising strategy and executing all fundraising, fundraising events, competition events and sponsorship initiatives for Ski & Snowboard Club Vail.

The Development & Events Coordinator reports to the Director of Development & Events and the position is full time, year-round.

#### Primary Responsibilities:

- Events
  - Manage planning and execution of all of SSCV events; these include fundraising, competition and clubwide events
  - Manage Volunteer Program; includes database, solicitation, recruitment, engagement, and acknowledgment
  - Develop a professional environment for all staff, members, sponsors, donors, vendors at all events
  - Celebrate the donors and sponsors and thank those who have contributed
  - Develop event branding presence- banners, flags, event signage
  - Solicitation of event sponsorship, auction items and swag
  
- Development
  - Provide support for fundraising initiatives and campaigns
  - Maintain and reconcile Donor database back to membership and financial records
  - Invoice, record and track all donations and sponsorships; reconcile to financial records
  - Generate and track donation acknowledgements
  - Manage Leadership Council donor fulfillment and related events, including management of gift and recognition fulfillment
  - Sponsorship fulfillment
  - Manage donation recognition via SSCV communication outlets, external signage and other sources (i.e. Colorado Gives, etc.)
  - Additional responsibly to be assigned

#### Mandatory Knowledge and Skills:

- Excellent disposition: professional manner and attitude, energetic and imaginative, solution oriented, proactive, self managing and able to remain calm under pressure, able to easily adapt to change
- Exceptional organizational skills and multitasking capabilities
- Exceptional communication skills; verbal and written
- Superior work ethic

Other Desirable Skills/ Qualifications:

- Knowledge of snow sports industry

Work Hours:

Mid April to November Monday-Friday 9:00-5:00 at VSSA

November to mid April Wednesday-Sunday 8:00-5:00 at SSCV\*

\*evenings and weekends may be required due to event schedule