



Special Events Coordinator

BACKGROUND

The Fresh Air Fund has provided free summer experiences to more than 1.8 million New York City children from low-income communities since 1877. Each summer, thousands of children visit volunteer host families in rural and suburban communities along the East Coast and Southern Canada or attend five Fresh Air camps on more than 2,000 acres in Fishkill, New York. Young people also participate in year-round leadership and educational programs. The Fresh Air Fund is an independent not-for-profit agency.

The Fresh Air Fund is recruiting a Special Events Coordinator.

The Special Events Coordinator will support our Special Events Director in planning and executing all special events, which range from two major events to smaller events for major donors, Board members, and volunteers.

RESPONSIBILITIES

- Direct all aspects of the Silent Auction for the Fall Benefit, including solicitation and thank you letters, managing follow-up, and drafting online donor catalog and corresponding display items
- Manage event and donor databases to generate all solicitation and thank you letters, invoices, and event reports
- Maintain invitation lists, track ticket sales, and auction items
- Coordinate the mailing of invitations, save the date cards, etc.
- Collaborate with event committee members to assist in event promotion and auction solicitation
- Oversee New York City Marathon and Half Marathon teams including recruitment
- Assist in the production of event materials, including the invitation, program and display materials
- Identify, research and oversee follow-up to potential donors and vendors

REQUIREMENTS / QUALIFICATIONS

- Bachelor's Degree; 2-3 years of experience in events, hospitality, fundraising or a related field
- Enthusiasm for the mission of serving children in New York City's low-income communities
- Excellent interpersonal skills; able to represent The Fund well via phone and in-person
- Strong writing skills
- Excellent organizational skills with strong attention to detail and the ability to multi-task
- Excellent computer skills (Microsoft Office - Excel, Word, PowerPoint); comfort with learning new systems and technologies; experience with development databases and events software systems a plus
- Team player
- Handles pressure with grace and diplomacy; able to anticipate problems and present solutions quickly
- Occasional evening hours and weekend work required as necessary

HOW TO APPLY

Please email resumes and cover letters to devjobs@freshair.org with **Special Events Coordinator** in subject. No calls please.

The Fresh Air Fund is proud to be an equal opportunity employer, committed to inclusive hiring, and dedicated to diversity in its work and on its staff. We strongly encourage candidates of all identities, experiences, orientations and communities to apply.