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# Special Events & Stewardship Specialist-Temp

**Job Category:** Admin - Non Medical

**Requisition Number:** SPECI001659

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Posted: July 7, 2023

Full-Time

Escondido, CA 92025, USA

## Job Details

### Description

*Community health is about more than just vaccines and checkups. It's about giving people the resources they need to live their best lives. At Neighborhood, this is our vision. A community where everyone is healthy and happy. We're with you every step of the way, with the care you need for each of life's chapters. At Neighborhood, we are Better Together.*

*As a private, non-profit 501(C) (3) community health organization, we serve over 350k medical, dental, and behavioral health visits from more than 77k people annually. We do this in pursuit of our mission to improve the health and happiness of the communities we serve by providing quality care to all, regardless of situation or circumstance.*

*We have been doing this since 1969 and it is our employees that make this mission a reality. Regardless of the role, our team focuses on being compassionate, having integrity, being professional, always collaborating, and consistently going above and beyond. If that sounds like an organization you want to be a part of, we would love to have you.*

The Specialist Events & Stewardship Specialist will oversee philanthropy projects, programs, and events that support the initiatives of community engagement, employee engagement, volunteer recognition, and fundraising efforts. This role will work cross-functionally to create and distribute acknowledgements and steward communications to our donors and community partners. Additionally, this role will manage and implement successful Neighborhood Healthcare (NHC) events by ensuring volunteers and community partners are equipped with the necessary equipment and information. ***This is a temporary assignment for up to one year, with potential to convert to a permanent position.***

### Roles/Responsibilities

- Oversees and implements a donor stewardship program to enhance and build relationships with existing NHC supporters and donors
- Maintains donor database, including keeping accurate records of individual, corporate, employee, and in-kind donations; sends donation receipts and thank you letters for each donation received
- Creates, designs, writes, and distributes emails and hard copy acknowledgements, such as thank you letters, post-event videos, and other stewardship communications
- Updates acknowledgments and text for electronic receipts for upload to internal reporting systems
- Produces reports from donor database to assist in moves management, fundraising campaigns, and targeted donor communication

- Manages and collaborates with the fundraising team on key stewardship programs and projects to support loyalty programs, including the development and stewardship of Giving Circles
- Oversees production of compelling and creative written reports in various formats to keep donors informed and engaged, including quarterly newsletters, event invitations, flyers, end of year fundraising appeals, etc
- Develops and prepares customized correspondence for donors, including annual and recurring reports to ensure accurate and timely reporting of gifts and donations
- Updates communication preferences for donors, including maintenance of mailing list and online communication platforms
- Coordinates closely with management and External Affairs, to implement efforts to enhance existing relationships and foster new partnerships between the community and businesses, including attending events with Chambers of Commerce and other community partners to raise awareness of NHC
- Serves on relevant committees or boards to represent NHC within specific communities served by the organization
- Supports the Philanthropy and Employee Experience Departments with administrative tasks, as needed
- Manages implementation and production of all events from the initial stage to the event evaluation, including timelines, vendor relationships, supply orders, budgets, and event logistics
- Assesses outcome of each event and recommend improvements
- Collaborates with communications and marketing to develop materials related to events, including invitations, media releases, and social media posts
- Leads logistics at corporate events, including set up, hospitality, etc
- Works with management to identify and cultivate a team of volunteers to assist with organizational needs, fundraising efforts, donor engagement activities, and events
- Oversees event volunteers/committees and direct their activities before, during, and after events
- Assists in day of event tasks, including set up, problem solving, keeping event on schedule, tear down, and clean up
- Manages post-event stewardship, such as videos and emails
- Manages event registration, including invite lists, attendees, table seating, name badges, and updating developments database
- Supports the Reach Out and Read (ROR) Program, including fundraising events, meeting coordination, distribution of books to NHC locations, completion of ROR reports, and training of ROR volunteers

### **Requirements**

**Education/Experience:** Bachelor's degree in communications/fundraising or equivalent combination of education and experience required. Two years of donor and event management required; three years preferred. Experience with fundraising and donor database software preferred. Valid CA Driver's License and proof of auto insurance required.

**Additional Qualifications(Knowledge, Skills and Abilities):** Excellent verbal and written communication skills, including superior composition, typing and proofreading skills. Ability to interpret a variety of instructions in written, oral, diagram, or schedule form. Knowledgeable about and experience with volunteer management and event logistics. Ability to successfully manage multiple tasks simultaneously. Excellent planning and organizational ability. Ability to work as part of a team as well as independently. Ability to work with highly confidential information in a professional and ethical manner.

*Neighborhood Healthcare requires employees to be fully vaccinated (including a booster dose) against COVID-19 and demonstrate proof of vaccination/booster upon hire or receive approval for an exemption based on a medical reason, disability or religious belief. Proof of booster dose will be contingent upon booster eligibility.*

*Salary Range: \$68,000 - \$86,000, depending on experience.*

