



Community Events Coordinator

Foundation Communities is a local, homegrown Austin nonprofit that provides first class, affordable homes and free onsite support services for thousands of working families, as well as single veterans, seniors, and individuals with disabilities. We offer an innovative, proven model that empowers our residents and neighbors to achieve educational success, financial stability, and healthier lifestyles. For more information about us go to www.FoundCom.Org.

We're looking for a Community Events Coordinator who would be responsible for organizing and implementing all aspects of our special events throughout the year that introduce Foundation Communities to prospective donors and volunteers, while cultivating relationships with current supporters.

This is a fulltime position and reports directly to the Director of Individual Giving and Engagement.

Primary Duties and Responsibilities:

- Organize annual fall fundraising luncheon for 750 guests:
 - Coordinate all event logistics
 - Research, secure, manage and pay all outside vendors
 - Recruit, train, and lead 50+ event volunteers
 - Follow up with guests, volunteers and vendors after the event
- Organize monthly open house lunches that showcase our numerous communities and success stories:
 - Recruit supporters to serve as "Hosts" for open house lunches
 - Manage all event planning and logistics at a variety of locations
 - Manage invitation and RSVP list
 - Follow up with guests in an effort to encourage more involvement in our work
- Organize additional special events throughout the year to cultivate relationships with donors, volunteers, and the public
- Track all contact information in Raiser's Edge database

Required Qualifications:

- Bachelor's Degree
- Two or more years' experience managing large and small event logistics
- Excellent organizational skills and attention to detail
- Proven ability to juggle multiple projects in a fast-paced work environment
- Self-starter comfortable working both independently and as part of a team
- Excellent written and oral communication skills
- Strong personal commitment to our mission
- Ability to carry and move up to 30 lbs
- Experience with Raiser's Edge is a plus
- Experience with the Benevon Fundraising Method is a plus

Interested applicants please send cover letter and resume to donna.williams@foundcom.org

Foundation Communities is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation or gender identity.