



Relief Nursery Inc.  
**Event Coordinator**  
Job Description

FTE: 0.8 – 1.0 FTE (32 – 40 hours/week), Non-exempt  
Wage Range: \$19.35 – \$22.83  
Supervised by: Volunteer and Development Director  
Location: Eugene

### **Overview**

The mission of the Relief Nursery is to prevent the cycle of child abuse and neglect through early intervention that focuses on building successful and resilient children and strengthening parents. Our staff work as a team to provide a unique array of comprehensive family support services from therapeutic classrooms to substance use disorder recovery support, that are easily accessible to parents with children birth to six years of age who are at high risk for abuse or neglect. At the core of the Relief Nursery is the belief in focusing on, and building upon, the strength of each family we serve.

### **Responsibilities**

Collaborate with Development, Program, Executive, Administrative, Volunteer, and Philanthropy staff, and the Board of Directors, to create and support annual and community events for the purpose of fundraising and donor relations.

#### **The Event Coordinator manages all aspects of the following events:**

- Taste of Oakway
- Relief Nursery Annual Golf Tournament
- Annual Board/Staff/Family BBQ in collaboration with Board and Program staff

Responsibilities include:

- Event planning, coordination, budgeting, logistics, set-up, clean-up and wrap-up.
- Coordinates subcommittees, other staff, volunteers, vendors, logistics, promotion, sponsorships, media, applicable licenses and permits.
- Recruitment of sponsors, committee members, volunteers and vendors.
- Guide event related content for marketing, social media, traditional media and website.
- Establish income goals and expense projections for all events.
- Budget reconciliation with Finance Department.

#### **The Event Coordinator provides robust support throughout the year for Relief Nursery's annual Main Event fundraiser:**

- Management of all aspects of silent, super silent and online auctions from start to finish.
- Participate in general Main Event planning and strategic decision making.
- Create and update content for event website, social media, email, Power Point, auction booklet, event signage, etc.
- Coordinate supplementary event activities, such as photo booth.



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- Secure required licenses related to raffle, OLCC, etc.
- Coordinate all aspects of arrangements of auction purchases to donor satisfaction including, but not limited to: travel, lodging, entertainment and activities.

**Newsletter:**

- The Event Coordinator will oversee all aspects of Relief Nursery's newsletter (three issues per year), from design to print and mailing.

**The Event Coordinator also supports the following events and activities:**

- Lip Sync Battle and other Leadership Board or Auxiliary Board fundraisers.
- Donor appreciation events and third party fundraisers, as needed.
- Miscellaneous events outside the normal annual calendar.
- Community relations activities, such as promotional events, media communication and community speaking engagements.
- Support and collaborate with Executive Director and Director of Philanthropy when requested.
- Attend all Development activities and staff meetings; attend agency All-Staff meetings and required trainings.
- Attend other staff, board and community meetings as requested, such as Board of Directors, Lane Leaders, United Way, Rotary, etc.
- Other duties as assigned.

**Skills and Abilities:**

- Fundraising event techniques and strategies
- Event management practices and event logistics
- Familiarity with community profile
- Strong attention to detail
- Ability to manage multiple projects
- Ability to collaborate effectively with other staff
- Ability to receive feedback and respond based on directions and suggestions
- Remain focused and solution-oriented under pressure
- Comfortable asking for donations and in kind gifts of goods and services
- Awareness and implementation of Relief Nursery's confidentiality policies
- Ability to act in a way consistent with a belief system that values diversity among people
- Navigate sensitive situations with tact and a positive attitude
- Ability to build strong relationships with stakeholders
- Strong written and verbal communication skills, including public speaking and media relations
- Volunteer management with effective methods for organizing, motivating and recognizing volunteers
- Problem solve and develop creative solutions to the satisfaction of donors, guests, volunteers, sponsors and vendors



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- Respond to multiple requests in an organized and timely manner

### **Minimum Qualifications**

*Studies have shown that women and people of color are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in a job description. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. If you are interested in applying, we encourage you to think broadly about your background and qualifications for the role.*

- Bachelor's degree from an accredited college or university in fundraising, public relations, marketing, or related field or comparable work experience.
- One year of experience in event management, fundraising, community or public relations activities or any combination of experience and training which would provide the required knowledge, skills, and abilities.
- Experience working in and dealing with high stress situations effectively.
- Experience in successfully developing and meeting project goals and timelines and working within budget parameters.
- Computer skills including Microsoft Office, and database management

### **Preferred Qualifications**

- 2 or more years of experience in event management, fundraising, community or public relations activities.
- Experience with donor relations and/or a nonprofit working environment
- Graphic design experience

### **Annual Benefits for Employees**

Relief Nursery employees working 30 or more hours per week enjoy the benefit of being a part of an organization that makes the world a safer and better place. A flexible work schedule and the benefits listed below round out the generous benefit package offered.

- Competitive Wage
- Medical Coverage (very low employee cost)
- Dental Coverage (very low employee cost)
- Flexible Spending Account available
- 403(b) retirement plan with employer match
- EAP
- Mileage reimbursement
- Paid Jury Duty time
- Up to 64 hours of paid sick leave per year, up to 128 hours of accumulated sick leave
- 5 weeks of paid vacation leave per year



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- 2 paid personal days per year (add 1 additional day per each 5 years worked)
- Paid Holidays: Martin Luther King Day, President's Day, Memorial Day, Juneteenth, Fourth of July, Labor Day, Veteran's Day, Thanksgiving Day and the day after

**Interested applicants, please email resume and cover letter to:**  
Amy Beauchamp, Development Director at [amybe@reliefnursery.org](mailto:amybe@reliefnursery.org)

Pre-employment drug screen, criminal background check, DMV check, and proof of auto insurance required. Position will remain open until filled.

**Relief Nursery is an Equal Opportunity Employer**