



Philanthropy Events Coordinator Position Announcement

Job Title: Philanthropy Events Coordinator
Reports to: Senior Major Gifts Manager

Want to play your part in protecting our local communities from the impacts of climate change? Want to be part of a talented, deeply committed, and national award-winning conservation organization? Then please read on! Sonoma Land Trust is in the midst of a successful comprehensive campaign, A Force for Nature, which has raised nearly \$80 million over the past five years. It's an exciting time to join our small but mighty and growing Philanthropy team!

Sonoma Land Trust (SLT) is looking for a detail-oriented, self-starter with event planning experience to manage the philanthropy department's donor-focused special events and gatherings. This role will require the ability to juggle simultaneous projects and priorities, meet deadlines in a timely manner, and interface with our community of supporters with professionalism.

SLT serves a diverse audience with broad cultural heritages, socioeconomic backgrounds, genders, and orientations. We encourage applications from candidates who reflect and value the audiences and populations we serve.

Overview

The Philanthropy Events Coordinator is a non-exempt, full-time key member of the Philanthropy team at Sonoma Land Trust, managing all donor-focused events for the department. This role will be responsible for planning and implementing donor fundraising, cultivation, and engagement events. They will work closely with philanthropy colleagues and contribute to the overall success of the department. The ideal candidate will be very organized, able to create and adhere to timelines, coordinate across various departments, and design engaging events in collaboration with philanthropy colleagues. The Philanthropy Events Coordinator will bring to life events infused with the mission and style of the Land Trust and our community.

You are encouraged to apply if you:

- Have at least 2+ years of event production experience, preferably in the nonprofit sector or other relevant field.
- You have experience with nonprofit fundraising or high-level customer service.
- You are very organized and are able to prioritize your work and meet deadlines.
- Have a valid driver's license and flexibility to work outside of normal business hours on weeknights or weekends when needed for events.
- Are detail-oriented and self-motivated, while also working well in a team environment.

Primary Responsibilities

Philanthropy Events Planning and Execution

- Participate as member of Philanthropy team in planning and implementing fundraising targets, engagement strategies, and DEI goals.
- In coordination with the Philanthropy team, create an event strategy and calendar for the year which engages donors of all levels and helps contribute to the overall philanthropy goals.
- In partnership with supervisor, create and manage philanthropy events budget for the year.

- Produce all philanthropy events, including managing budgets, vendors, contractors, and contracts.
- Work with the Philanthropy team to design the audience and invitation lists for each event.
- Manage all philanthropy event communications.
- Oversee philanthropy event details, from schedule to run-of-show and day-of management of vendors, volunteers, and staff.
- Coordinate with staff on philanthropy event materials and talking points.
- In coordination with the Philanthropy and the Leadership team, ensure accommodation of VIPs at all philanthropy events, and other organizational activities as needed.
- Manage attendee check-in and interact with guests as member of Philanthropy team.
- Assist in researching relevant external events that philanthropy staff should attend.
- May be asked to help produce other organizational events as needed.
- Other duties as assigned.

External Communications

- Create all philanthropy event-related communications, including invitations, pre- and post-event messages, and work with graphic designer on all design elements.
- Respond to requests and RSVPs from donors.
- Help research external event opportunities to assist major gifts team in donor cultivation.
- Work with the Director of Marketing and Media to make sure we have appropriate marketing materials at each philanthropy event.
- Help design engagement opportunities and communications that reach priority audiences for the philanthropy team, such as Millennials, Latinx professionals, and mid-level and high-capacity donors.

Database and Administrative Support

- Work with the Finance team to process invoices and payments for philanthropy event-related costs in a timely manner.
- Work with the Philanthropy Operations Associate or Database Administrator to pull philanthropy event lists, send out invitations, manage RSVPs, and record attendance in the CRM Database (Virtuous).
- Capture notes on interactions with donors at events and ensure proper record-keeping in database with support from the Philanthropy Operations Associate.
- Manage and organize philanthropy event photos; work with the Philanthropy Operations Associate to add to online database.
- Conduct research on philanthropy event attendees and prepare briefing materials for staff and board.
- Manage philanthropy event calendar, participate in cross-department events strategy meetings, assist with scheduling, updating, and sharing.
- Organize all philanthropy event materials and supplies including preparing attendee name tags.
- Maintain philanthropy event supplies inventory and coordinate with the Marketing team on swag and materials.

Essential Qualifications

- AA or BA/BS from accredited college or university; or three years or more related experience and/or training; or equivalent combination of education and experience.
- 2-4 years Event production experience, preferably in the nonprofit sector
- Experience with nonprofit fundraising or high-level customer service.
- Valid CA driver's license.
- Database experience; experience with donor software a plus.
- Proficiency with Microsoft Office Suite, with special expertise in Excel.
- Flexibility to work outside of normal business hours on weeknights or weekends when needed for events.
- Able to prioritize work and set and meet deadlines.

Preferred Skills and Experience

SLT is open to candidates with diverse backgrounds, experience, and transferrable skills. We are looking for candidates with the following experience OR the ability to develop skills in each of these categories:

- A passion for conservation and environmental issues.
- Detail-oriented.
- Able to prioritize work and set and meet deadlines.
- Demonstrated success in nonprofit or fundraising event production.
- Self-motivated, self-directed and results oriented.
- Comfortable producing outdoor events or on-the-land experiences.
- Able to juggle multiple priorities and at times difficult situations.
- Works well in a team environment.
- Excellent written and verbal skills. Punctual and reliable.

Schedule, Salary & Benefits

Position is full time, 40 hours per week, non-exempt.

Wage is starting at \$32.10-33.90/hour (or \$67-70k annually) commensurate with experience. Benefits include generous employer contributions to medical, dental and vision insurance plans. Employer contribution to retirement plan after 1 year of employment. Paid time off includes 15 paid holidays, paid vacation based on tenure and personal and parental leave in accordance with SLT policies and procedures.

This position is located at the Sonoma Land Trust office in Santa Rosa, California. Staff are working in a hybrid model which allows them to work from their home office and SLT's office or in the field. Some fieldwork is required for this position as well as occasional weekends or nights.

About Sonoma Land Trust

Sonoma Land Trust works in alliance with nature to conserve and restore the integrity of the land, with a focus on climate resiliency. The organization is also committed to ensuring more equitable access to the outdoors. Since 1976, the non-profit Land Trust has protected over 57,000 acres of scenic, natural, agricultural and open land for future generations. Sonoma Land Trust is accredited by the Land Trust Accreditation Commission and was the recipient of the 2019 Land Trust Alliance Award of Excellence. For more information, please visit [the Sonoma Land Trust website](#).

We are passionate about building and sustaining an inclusive and equitable working environment that is representative of the communities we serve. We know that having varied perspectives leads to better outcomes to solve the complex problems of conservation, climate change and environmental justice in Sonoma County. And to best serve the people of our community, we are taking the actions outlined in our [Diversity, Equity and Inclusion \(DEI\) Plan](#).

To Apply

Please email your resume and cover letter to staffing@sonomalandtrust.org.

Sonoma Land Trust is an Equal Opportunity Employer

We strive to create a diverse and inclusive organization and encourage applicants from all cultures, races, colors, religions, national or regional origins, sexes, ages, disability status, sexual orientations, gender identities, military or veteran status or other status protected by law.