

## Corporate Giving and Events Coordinator Job Posting

**MISSION STATEMENT:** Clínica Tepeyac's Mission is to provide culturally competent health care and preventive health services for the medically underserved.

Now in its 24<sup>th</sup> year, Clínica Tepeyac is a community health center providing integrated physical, oral and behavioral health care to almost 5,000 individuals from across the Denver metro area annually. Clínica Tepeyac has distinguished itself as a dynamic organization dedicated to eliminating health disparities, with strength in serving Latino and immigrant communities. Clínica Tepeyac maintains an unwavering commitment to high quality patient care and continual quality improvement, and to treating each patient with the highest level of respect and compassion. Clínica Tepeyac is actively pursuing a strategic vision to more than double patient visit capacity, with the addition of pharmacy and dental services in the next 3-5 years.

### **JOB SUMMARY:**

The Corporate Giving and Events Coordinator is responsible for engaging corporate and individual donors in support of Clínica Tepeyac's Events including Tortillas for Tepeyac; Adelante 5K, and Fiesta in the Plaza; He/She works closely with the contracted events manager to execute events; and provides administrative, coordination and record keeping support to the development team.

*The ideal Candidate is passionate about engaging corporations and individuals in support of Clínica Tepeyac, works well as part of a team, is creative and is highly organized. He/She is excited by the opportunity to significantly increase corporate giving through events and has a successful track record of securing corporate sponsorship for non-profit organizations.*

### **A. MINIMUM QUALIFICATIONS:**

1. **Education:** BA or equivalent work experience required
2. **Experience:** At least two years of experience in fund development, including experience cultivating corporate donor relationships.
3. **Language:** Oral and written fluency in English required. Oral fluency in Spanish preferred.
4. **Certification/Licensure/Registration:** Valid Driver's License.
5. **Resume & Cover Letter with Salary Requirement are Required for application to this position.**

### **B. ESSENTIAL DUTIES & RESPONSIBILITIES:**

#### **Manages Donor and Gift Records (30%)**

- Daily data entry of gifts and grants in donor database.
- Manages acknowledgement letters of donations, delivered within a week of donation receipt.
- Regularly updates current donor information in eTapestry so it is clean and up to date.
- Generates a range of reports on weekly and monthly basis to ensure the team is meeting its visit and revenue goals, to populate organizational dashboards, and to guide Development Team fundraising strategy.

- Updates Constant Contact list to ensure event and other communications are emailed to the largest number and most accurate addresses possible.
- Prepares invitation lists for large mailings (postal and electronic) for all major fundraising events as well as smaller cultivation and stewardship events throughout the year.
- Manages fundraising event registrations and sponsorship, including tracking and invoicing.
- Coordinates with the finance office to ensure reconciliation after each event, including follow up calls or emails to invoiced sponsors.
- Provides support for the preparation and hand delivery of grant applications when needed.
- **Secures contact information from prospective and new donors.** Prepares, reviews, and edits the list of donors (organizations and individuals) for the annual report.

### **Corporate Partnerships and Giving – 40%**

- Lead the effort to increase sponsorships by an agreed upon percentage annually.
- Provide stewardship of current corporate and corporate foundation donor relationships through outreach, communication, appreciation, and involvement.
- Maintain event sponsorship prospect and progress lists and work with staff, Leadership Council and event committees in managing the process and prospects. This includes one presenting sponsor per event (Tortillas for Tepeyac, Adelante, and Fiesta) plus corporate tables and teams.
- Execute an event follow-up plan to ensure accurate and complete information on attendees is captured and maintained; work with board members and volunteers to thank sponsors and individual donors in timely fashion, create opportunities for further donor engagement with Clínica; call of first-time donors of \$100 to \$250 personally to thank them for their gift and invite them to attend any of the discovery events/tours
- Collaborate with the grants manager in jointly preparing required sponsorship proposals and reports, as needed
- Coordinate with other Development Staff to engage businesses through professional associations, to identify prospects and increase current funders, including serving as ambassador for Clínica Tepeyac at community and corporate events.
- Represent Clínica Tepeyac at events that promote individual giving through partners like Community Shares and Colorado Gives. Implement the timeline and plan for these two individual giving campaigns, including completing annual forms and adhering to deadlines for updating organizational info and photos.
- Implement semi-annual direct giving appeals and campaigns.
- Utilizes social media to support events and giving campaigns.

### **Event Management (20%)**

- Work with event logistics contractor to ensure appropriate oversight, implementation and adherence to effective event planning timelines to ensure deadlines are met and goals are achieved and are consistent with the mission Clínica Tepeyac.
- Creates marketing and communication plan for each event to ensure all pre- and post-event communications are consistent and have appropriate messaging.
- Oversees all logistics for events including, but not limited to, venue, catering and other contracts; attendee lists, nametags, seating charts, etc. to ensure events run smoothly

- Coordinates registration and attendee tracking, including ensuring invitees and attendees are accurately tracked and entered into agency database.
- Ensure event runs smoothly, including assisting Volunteer Coordinator in directing volunteers and acting as team lead for staff for event execution.

### **Development and Organizational Support (10%)**

- Assist with scheduling development appointments for the Executive Director
- Coordinate ticket/table purchases for business events, tracks RSVPs, and communicates to event staff.
- Provide support to Development Team stewardship events. Attends monthly all-staff meetings, staff retreats, and other staff functions.
- Participate in monthly development moves management/strategy meetings and provides reports from eTapestry to support decision making.
- Coordinate internal event sponsorship meetings to review progress and support staff and volunteers.
- Comply with all organizational procedures and forms.
- With other Development Team members, creates and implements annual communication plan.
- Perform other duties as assigned.

### **Knowledge, Skills & Abilities:**

- **Knowledge, Skills and Abilities –**
  - Excellent written and oral communication skills
  - Experience working with traditional and social media to promote events and non-profit organizations
  - Experience utilizing tapestry or similar donor database to inform moves management.
  - Experience with Constant Contact or similar communication mechanism.
  - Ability to execute work plans independently and with flexibility.
  - Ability to multitask, prioritize work and meet deadlines.
  - Creative and positive approach to communication and problem solving.
- **Respect-** Values culturally competent approach to working with low income and ethnic minority communities is a must.
- **Teamwork –** Contributes to building a positive team spirit; puts success of the team above own interest; supports everyone’s efforts to succeed; must be able to work well in multidisciplinary team settings
- **Customer Service –** Strong customer service skills exhibited in excellent, unbiased and culturally appropriate customer service to patients and the community; ability to handle difficult and angry people constructively; savvy enough to interact with physicians and clients
- **Interpersonal Skills –** Must have excellent written and verbal communications skills and presentation skills; focuses on solving conflict in cooperative manner, not blame; keeps emotions under control
- **Cost and Time Consciousness –** Must know how to manage time and prioritize activities
- **Diversity –** Shows respect and sensitivity for cultural diversity
- **Ethics and Professionalism –** Treats people with respect and consideration regardless of their status or position and is accountable for own actions
- **Organizational Support –** Follows policies and procedures established by Clínica Tepeyac; visible to staff, offering support and modeling service behaviors and concern resolution process

- **Safety, Confidentiality and Security** – Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly. Maintain a secure and trusting environment as required by the Health Insurance Portability and Accountability Act (HIPAA).
- **Attendance/Punctuality** – Is consistently at work and on time, which is predetermined between the employee and the person(s) he/she reports to.
- **Engagement** – Required to attend and participate in two organizational fundraiser events per year.
- **Please submit both Resume and Cover letter with Salary Requirements.**

**Supervision:** None

**POSITION TYPE/WORK SCHEDULE:** This is a full-time, non-exempt, 40 hour/week position, requiring occasional evening and weekend work and the ability to be flexible and responsive to emergent needs of Clinica Tepeyac.

Clinica Tepeyac is dedicated to equal employment opportunities in any term, condition, or privilege of employment. Clinica Tepeyac prohibits unlawful discrimination against applicants or employees based on race, color, national origin, ancestry, creed, religion, sex, age 40 and over, disability, genetic information, veteran status, sexual orientation, marital status, gender expression or any other characteristic protected by state or local law.