

Souderton Connects Part Time Fundraising/Event Coordinator Position

About Souderton Connects

Souderton Connects is a non-profit organization managing Souderton Borough's Business Improvement District (BID), whose purpose is to help brand, market and beautify Souderton and promote the common interests of its businesses. We do this through strategic attention to business and economic development, streetscape beautification, community events, and other initiatives that improve the economic vitality of Souderton.

Full Job Description

Fundraising/Event Coordinator

Part-Time Position

15-20 Hours a week

\$20-22/hour

Position Overview

Souderton Connects is looking to hire a highly motivated individual with a strong work ethic, interpersonal skills, who is self motivated and has a great attention to detail. The fundraising/event coordinator is responsible for overseeing and running all Souderton Connects events, leading fundraising initiatives and reporting updates to the Board of Directors.

Your Objectives

- Continue to foster the relationship between Souderton Connects and BID stakeholders and businesses, and Souderton Connects and the Souderton Borough Council
- Efficiently organize and run multiple events throughout the year
- Meet or exceed fundraising initiatives outlined by the Board of Directors

Your Responsibilities

- Coordinate Events
 - Create and maintain procedural manuals for each event, including timeline, contact information for important parties, such as vendors, musicians, etc.
 - Seek out and secure sponsorships for events.
 - Coordinate marketing needs for events with the Events Committee and marketing representatives.
 - Send out event email blasts to the public to promote events/find vendors; make sure event vendor forms are posted on the website and maintain each event vendor list.

- **Manage Task Forces**
 - Events: Each event has its own task force.
 - Fundraising: This task force pursues fundraising, sponsorships, grants, and other financial resource development.
 - Volunteer: Recruiting, cataloging, organizing and supporting volunteers. This includes supporting committees and task forces that need volunteers.
 - For each task force, the Manager must give an overview report to the Board each month.

Logistical Requirements

This position is remote and will require applicants to provide their own reliable internet connection, computer, cell phone, and transportation.

Proficient in:

- Google Workspace / Microsoft Office
- Advertising tools
- Social Media Platforms
- Some knowledge of WordPress and Wix
- Graphic design knowledge is a plus