



JOB ANNOUNCEMENT DEVELOPMENT AND EVENTS COORDINATOR

About the Organization

A non-profit organization, Achieve Tahoe leads the way in providing adaptive sports and outdoor recreation for people with disabilities and their families. Based at Alpine at Palisades Tahoe and Northstar California in North Lake Tahoe, CA, Achieve Tahoe serves over 900 individuals with disabilities annually. A team of committed and experienced professionals lead over 300 active and dedicated volunteers.

About the Position

Under the direction of the Development Director, the Development and Events Coordinator is responsible for coordinating Achieve Tahoe's special events, supporting fundraising campaigns, and stewarding and communicating with donors. Primary duties include:

Event Coordination

- Coordinate all aspects of donor engagement and special events, including, but not limited to, all event logistics, planning, organization, communication, execution, and evaluation.
- Assist in the creation and management of event budgets, coordinate ticket sales, and work closely with event partners.
- Design and execute on-brand event collateral to include printed programs, presentations/slideshows, signage, and other materials.
- Recruit, train, supervise and support event volunteers as needed.
- Solicit, steward, and acknowledge event sponsors and donors of in-kind products and services such as auction and raffle items.

Donor Stewardship

- Assist in the creation and implementation of Achieve Tahoe's annual development plan.
- Nurture relationships with donors through email, written correspondence, phone calls, and in-person donor engagement activities.
- Assist with the acknowledgment process to ensure that all donors are properly thanked.
- Ensure that donor outreach, engagement, and communications are documented.
- Upgrade current donors and solicit new donors through events, database analysis, and input from other staff, Board members, and supporters.

Donor Database Management

- Enter fundraising data and maintain accurate recordkeeping of all Achieve Tahoe events.
- Work closely with the Development Director to maintain and grow an accurate, complete, and robust database of individual, corporate, and foundation donors.
- Process all philanthropic gifts through multiple giving and accounting platforms.

"If I Can Do This, I Can Do Anything!"sm



- Produce reports for staff and Board of Directors on a regular and as-needed basis.

Communications and Administration

- Create, schedule, and manage regular external development communications for all media, including print and digital channels, to support fundraising campaigns and events.
- Work with staff to ensure that development-related content on our website, in e-newsletters, e-blasts, social media, and other platforms, is accurate and up to date.
- Create media alerts and press releases for Achieve Tahoe fundraising events and activities.
- Ensure that all events and communications meet Achieve Tahoe branding standards.
- Other duties as assigned by the Development Director.

Requirements for the Development and Events Coordinator include high school graduate or equivalent; three years of professional experience working in fund development, coordinating and conducting fundraising events, working with databases or CRM, or equivalent; as well as the ability to maintain a high degree of confidentiality regarding Achieve Tahoe business, including all donor records, transactions, data, research, and communications.

The ideal Development and Events Coordinator will:

- Be a self-starter who is eager to learn and grow with the organization.
- Have a college degree in a related field.
- Have significant experience coordinating nonprofit fundraising events.
- Have excellent customer service and communication skills, both verbal and written.
- Be able to coordinate multiple projects and deadlines with minimum supervision.
- Be able to represent Achieve Tahoe in a positive and professional manner.
- Be able to work on a flexible schedule including evenings and weekends as needed.

Compensation: range starts at \$28 - \$32 per hour, commensurate with education and experience. Health, dental, vision insurance, paid time off, and other benefits included.

Work Schedule: full-time, year-round. The work week is generally Monday – Friday and may include some weekends. The work location is at Achieve Tahoe offices in the Village at Northstar California. Limited remote work will be available after six months of employment.

To apply: please submit a cover letter, resume and Achieve Tahoe employment application to: Suzanne Hirabayashi, HR & Administrative Manager; Suzanne@AchieveTahoe.org.

For more information, go to www.AchieveTahoe.org.

The position is available immediately and will remain open until filled.

Achieve Tahoe is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

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