



The Blue Lotus Center assists people of any age with profound life challenges by offering accessible outdoor recreational and therapeutic opportunities in a caring, accepting, and inspiring 64-acre day-camp setting.

Special Events and Development Coordinator Job Description

Full or Part Time (32-40 hours/week)

This position will join a small and dynamic team of four year-round staff to ensure the financial and fundraising success of the Blue Lotus Center. Working primarily in the office with occasional offsite meetings, the primary function of this position is to manage four major fundraising campaigns: an annual live concert fundraiser, an annual golf outing, a fall match fundraiser, and an end of year annual appeal. You will work in close collaboration with the Executive Director, fund development committee, golf committee, and other staff and volunteers to plan and execute each event. The secondary responsibilities of this position can be tailored to the individual candidate's strengths and preferences and may be shared or divided amongst other staff. The position is designed for 40 hours/week, but we would be willing to negotiate a part-time role for the right candidate. Occasional evenings and weekends (typically a couple times a month) are required. The salary for this full-time exempt position is \$50,000/year.

PRIMARY RESPONSIBILITIES

- This position is responsible for leading a collaborative effort to organize, plan, and execute each of our four main annual fundraising campaigns. Work includes hosting meetings, tracking tasks, securing sponsorships, planning food and entertainment, soliciting auction items, managing communications including print, email, social media and phone invitations, solicitations, and reminders.
- The key to this position is a solid relationship with experienced board members, volunteers, and other staff who are the foundation of our fund development strategy. Strong communication and trust building is critical. This position serves on the fund development and golf committees, as well as other occasional meetings with staff, board, volunteers, and funders. Developing and maintaining relationships with donors, corporations, foundations, and other entities is equally important.
- This position is primarily responsible for the four annual fund development campaigns, including:
- Annual Concert – gala style event featuring live music, food, and a live auction. Takes place in April each year with expected revenue of \$35K.
- Annual Golf Outing – golf outing at Hidden Glen Golf Course each July featuring scramble tournament for ~100 golfers, food, silent and live auctions as well as other giving opportunities for participants. Expected revenue of \$75K.
- Fall Match Fundraiser – crowdfunding campaign for a project-based expense each year featuring match sponsorships, email, mail, and social media appeals that are fun and enticing to raise expected revenue of \$100K.
- Annual Appeal – End of year mailing, social media, and phone campaign to raise operational funding. Expected revenue around \$25K.



SECONDARY RESPONSIBILITIES

Additional responsibilities for this role will be tailored to the individual strengths of the hired candidate. Some of these responsibilities will become primary job functions, others will be shared with other staff or contractors. The team centered environment at Blue Lotus requires an all-hands-on-deck approach. These responsibilities may ebb and flow depending on the capacity and talents of various members of the team. Responsibilities may include a sustainable mix of the following:

- Grant writing, research, reporting, and management.
- Managing facility rentals with corporate and non-profit organizational partners. Includes booking, staffing, and coordinating business meetings, retreat, and workshop style rentals. We do not host birthday parties, family reunions, or weddings. Currently we host very few rentals, but this is an area of potential growth in the organization.
- Marketing and communications including working with MailChimp, Facebook, Instagram, and LinkedIn. Take photographs and generate posts for email and social media. Occasional graphic design in Canva or web design using Wix is possible as well.
- Enter data, generate reports, and manage acknowledgements using DonorSnap, a customer relationship management software for nonprofits.
- Plan and host periodic open house style events at the Blue Lotus Center.
- All Blue Lotus Staff occasionally help host our groups, working with people with disabilities and other significant life challenges. This will include helping people safely use our boats, fishing poles, lawn games, and other outdoor equipment, as well as delighting our guests with excellent customer service, respect, and dignified care.
- Assist with volunteer work days, community outreach, helping to clean and maintain shared space, participate in strategic planning and other projects and events as required.

QUALIFICATIONS

- Previous fund development and/or event management experience required.
- Excellent interpersonal skills, customer service skills, writing skills, and oral communication.
- Demonstrated organizational and planning skills. Ability to multi-task, keeping up with deadlines for multiple events at the same time.
- Ability to work cooperatively with a diverse population including people with cognitive and physical disabilities. Commitment to creating a space that is diverse, equitable, and inclusive.
- Tact, diplomacy, initiative, and good judgment
- Commitment to the Blue Lotus Center's mission of serving all those with special needs.

HELPFUL EXPERIENCE

- Familiarity and enjoyment of outdoor activities including canoeing, hiking and fishing.
- Experience using Microsoft Office, DonorSnap (or other CRM database), Canva, Wix, and/or MailChimp.
- Related college degree and/or academic certifications.
- Familiarity working with or around people with disabilities.



- Experience working with volunteers or nonprofit boards.
- Sales or customer service experience.
- Project management experience.
- Certifications including CPR, First Aid, and AED.
- Bi-lingual communication, especially in Spanish or ASL is a plus.

BENEFITS

- Flexible work hours
- Flexibility to work from home some days during slower season (Mid-October to Mid-May)
- Generous paid time off and holidays
- Individual Coverage Health Reimbursement Arrangement (ICHRA) benefit for full time (40 hrs/week) employees.
- Enjoyment of beautiful 64-acre property including forests, meadows, wetlands, pond, trails, labyrinth, and pool when not being used by groups or for events.

OTHER INFORMATION

- Interested applicants should send a cover letter and resume to Executive Director Michael Larson at michael@thebluelotuscenter.org.