



Fundraising Event Coordinator

Organizational Overview

SnoValley Tilth seeks to create a thriving, sustainable regional food economy in the Snoqualmie and Snohomish watersheds, with a strong community of successful farmers at its heart. Our primary focus is on farmers—both experienced and new farmers—but our work also benefits community members and local food consumers. We connect and educate through monthly potlucks, workshops and farm tours, the Experience Farming Project, and the Farmland Network. We advocate for farmers and landowners at the city and county levels. SnoValley Tilth is effective because we are farmer-led, based in our local community, and are a trusted voice. We have strong partnerships with agencies, organizations and individuals that impact farming in our region and promote an organizational culture of innovation, communication, inclusion and transparency.

Mission: SnoValley Tilth supports organic and sustainable food and fiber production throughout the Snoqualmie and Snohomish watersheds. We bring together farmers and the community to build a thriving local food system.

Vision: More farmers on more farmland, growing more sustainable food and fiber for our community.

Role

The fundraising event coordinator is responsible for planning and executing mission-focused fundraising events, including SnoValley Tilth's annual auction, farm dinner, and restaurant partnership week. The coordinator will work closely with SVT's staff, board members, fundraising committee, volunteers, venue staff and contractors to implement events. In partnership with the various stakeholders, the fundraising event coordinator will help grow the success of SVT's events, measured by increased attendance, sponsorship support, event revenue, and participant satisfaction. The coordinator may be involved in ideating, developing and implementing new fundraising events for the organization and will work in partnership to support general fundraising for the organization.

Reporting Relationship: Reports to the Executive Director

Responsibilities

- Serve as a staff liaison to the organization's Fundraising Committee. In consultation with the committee chair, the coordinator will schedule meetings, build agendas, participate in discussion and generate ideas, and track action items from meetings.
- Develop and coordinate the work plan for each event and ensure that internal and external stakeholders are completing tasks according to schedule; complete assigned tasks within the work plan.
- Work with the Fundraising Committee and SVT staff to effectively market events through email, social media, and other means.
- Serve as the primary contact for external stakeholders, including event venues, vendors, and restaurants.
- Implement the communication plan for event guests, including developing and executing the event communication calendar. Write and design invitations and communication.
- Secure sponsorships and solicit auction donations; support board members and SVT staff members in the solicitation of event donations and sponsorships.
- Provide oversight for all day-of logistics for assigned events.
- Evaluate and report on results of fundraising event activities. Make recommendations to organizational leadership for future implementation.
- In partnership with the executive director and Fundraising Committee, ideate, develop and implement new fundraising events and opportunities.
- Support general fundraising efforts of the organization.
- Other reasonable and related duties as assigned.

Qualifications

The ideal candidate will have:

- Paid or volunteer experience planning and executing fundraising events in partnership with a variety of stakeholders.
- Experience working with event planning committees or similar volunteer committees or groups.
- Experience managing vendors, venues, and relationships with external partners.
- Excellent customer service skills.
- Strong organizational skills.
- Demonstrated communication skills.
- Familiarity using social media and other electronic outlets to promote events.
- Excellent English communication skills, both written and oral.
- Experience managing and staying within a budget.
- Excellent time management skills.
- A sincere passion for the mission of SnoValley Tilth.
- Must have a Washington State Drivers License or the ability to obtain one within three months of employment.

Working Conditions: SnoValley Tilth enjoys remote work from home flexibility. Coordinator will need to travel within the region for event planning and implementation purposes, including meeting with donors and suppliers, picking up and delivering items, and in-person meetings. Staff must provide their own transportation; transportation expenses related to events will be

reimbursed per organizational policy.

Employment Period and Salary: This is a part-time hourly position, budgeted for 450 hours worked over the course of the year. Hours of work are flexible, developed in consultation with the executive director. Evening and weekend hours will be necessary for committee meetings, board meetings, and events. Starting pay rate of \$20-22/hour. SnoValley Tilth offers 10 paid holidays per year as well as paid time off which is prorated for part time staff.

To apply: Please submit a resume and cover letter outlining your interest and relevant experience to jobs@snovalleytilth.org. This position is open until filled.